

23 Dec 02

All Potential Offerors:

This solicitation is available for on-line and download.

If you choose to offer on this solicitation, the electronic file for past performance, pricing proposal and supplemental pricing worksheets required for your offer will be emailed to you upon request. Please contact all of the following individuals, via email, for copies of those files:

[drblackstone@nmlc.med.navy.mil](mailto:drblackstone@nmlc.med.navy.mil)

[mecameron@nmlc.med.navy.mil](mailto:mecameron@nmlc.med.navy.mil)

[wjgraybill@nmlc.med.navy.mil](mailto:wjgraybill@nmlc.med.navy.mil)

The Government prefers requests for this file via email but will honor telefax or written requests. The offeror is ultimately responsible for the accuracy of an email address. Please include your company's complete business name, address, point of contact and telephone number within your email so that you may be contacted if a transmission problem occurs. One email request will be honored per requesting organization.

If you have not received this file within 72 hours of your email request (weekends included), contact one of the individuals listed.

**Once this file is sent to you, you must provide a response to the Government's email, within 48 hours (weekends included) via email only stating that you have successfully RECEIVED AND REVIEWED the file and that it is readable and usable. Your lack of an email response or your failure to categorically state, "I/We have received and reviewed the electronic file and it is readable and usable" may preclude your receipt of subsequent copies of amendments to the solicitation. These amendments, if issued, may cause your proposal content to change, may clarify solicitation language and/or may accelerate or delay required submission dates.**

Once you have acknowledged receipt of the electronic file, any/all amendments to the solicitation will also be emailed to you.

Changes to email addresses should be sent to the email addresses above. However, do not send offeror's questions regarding the language, Government's intent, or clarification to the email address above. This address is a clearinghouse for sending electronic file only and **will not** respond to offeror's questions. Offeror's questions should be addressed to the individual listed in the on-line solicitation, in Section L, paragraph titled "Technical Questions."

/signed/

DONNA R. BLACKSTONE  
Contracting Officer

<b>INFORMATION TO OFFERORS OR QUOTERS</b>		1. SOLICITATION NO.		2. (X one)	
<b>SECTION A - COVER SHEET</b>		N62645-03-R-0001		<input type="checkbox"/> A. SEALED BID	
				<input checked="" type="checkbox"/> B. NEGOTIATED (RFP)	
				<input type="checkbox"/> C. NEGOTIATED (RFQ)	
<b>INSTRUCTIONS</b>					
NOTE THE AFFIRMATIVE ACTION REQUIREMENT OF THE EQUAL OPPORTUNITY CLAUSE WHICH MAY APPLY TO THE CONTRACT RESULTING FROM THIS SOLICITATION.					
YOU ARE CAUTIONED TO NOTE THE "CERTIFICATION OF NON-SEGREGATED FACILITIES" IN THE SOLICITATION. FAILURE TO AGREE TO THE CERTIFICATION WILL RENDER YOUR REPLY NONRESPONSIVE TO THE TERMS OF SOLICITATIONS INVOLVING AWARDS OF CONTRACTS EXCEEDING \$25,000 WHICH ARE NOT EXEMPT FROM THE PROVISIONS OF THE EQUAL OPPORTUNITY CLAUSE.					
"FILL-INS" ARE PROVIDED ON THE FACE AND REVERSE OF STANDARD FORM 18 AND PARTS I AND IV OF STANDARD FORM 33, OR OTHER SOLICITATION DOCUMENTS AND SECTIONS OF TABLE OF CONTENTS IN THIS SOLICITATION AND SHOULD BE EXAMINED FOR APPLICABILITY.					
SEE THE PROVISION OF THIS SOLICITATION ENTITLED EITHER "LATE BIDS, MODIFICATIONS OF BIDS OR WITHDRAWAL OF BIDS" OR "LATE PROPOSALS, MODIFICATIONS OF PROPOSALS AND WITHDRAWALS OF PROPOSALS."					
WHEN SUBMITTING YOUR REPLY, THE ENVELOPE USED MUST BE PLAINLY MARKED WITH THE SOLICITATION NUMBER, AS SHOWN ABOVE AND THE DATE AND LOCAL TIME SET FORTH FOR BID OPENING OR RECEIPT OF PROPOSALS IN THE SOLICITATION DOCUMENT.					
IF NO RESPONSE IS TO BE SUBMITTED, DETACH THIS SHEET FROM THE SOLICITATION, COMPLETE THE INFORMATION REQUESTED ON REVERSE, FOLD, AFFIX POSTAGE, AND MAIL. NO ENVELOPE IS NECESSARY.					
REPLIES MUST SET FORTH FULL, ACCURATE, AND COMPLETE INFORMATION AS REQUIRED BY THIS SOLICITATION (INCLUDING ATTACHMENTS). THE PENALTY FOR MAKING FALSE STATEMENTS IS PRESCRIBED IN 18 U.S.C. 1001.					
3. ISSUING OFFICE (Complete mailing address, including zip code)					
DONNA BLACKSTONE NAVAL MEDICAL LOGISTICS COMMAND 1681 NELSON ST FT DETRICK MD 21702-9203					
4. ITEMS TO BE PURCHASED (Brief description)					
Multidisciplinary Dental Services - IDIQ Contracts for Gulf Coast and Southeast Regions					
5. PROCUREMENT INFORMATION (X and complete as applicable)					
<input type="checkbox"/> A. THIS PROCUREMENT IS UNRESTRICTED					
<input checked="" type="checkbox"/> B. THIS PROCUREMENT IS A <u>0</u> % SET-ASIDE FOR ONE OF THE FOLLOWING (X one). (See Section I of the Table of Contents for details).					
<input checked="" type="checkbox"/> (1) SMALL BUSINESS		<input type="checkbox"/> (2) LABOR SURPLUS AREA CONCERNS		<input type="checkbox"/> (3) COMBINED SMALL BUSINESS/ LABOR AREA CONCERNS	
6. ADDITIONAL INFORMATION					
MULTIPLE AWRD: NMLC intends to award multiple indefinite delivery, indefinite quantity personal services contracts as a result of this solicitation. Offerors must propose for the minimum Contract Line Item Numbers 0001 through 0004 and Notional Task Orders NTO001 and NTO002.					
NOTE: Please see cover letter for further instructions on the requirement for electronic proposal submission.					
NOTE: Before submitting a proposal in response to this solicitation, a prospective offeror is encouraged to investigate the potential tax consequences should they elect to perform the resulting contract by using subcontractors in lieu of individuals carried by their payrolls. Under this RFP, the Navy does not dictate whether the individual health care workers provided would be classified by the successful offeror as an "independent contractor" or an "employee" for federal tax purposes. This determination shall be made solely by the offeror. If subsequent to award the successful offeror's determination is challenged, this shall be a matter to be resolved between the offeror and the Internal Revenue Service (IRS). The Navy will not consider favorably any request for equitable adjustment to the contract upon the successful offeror's receipt of an adverse action by the IRS.					
NOTE: The blank space contained in Block 12 of the SF33 should read 120 calendar days.					
NOTE: BLOCK 5B SHOULD REFLECT THAT THIS IS A 100% SMALL BUSINESS SET-ASIDE. NAICS FOR THIS ACTION IS: 621210, \$6.0 MILLION					
7. POINT OF CONTACT FOR INFORMATION					
A. NAME (Last, First, Middle Initial)			B. ADDRESS (Include Zip Code)		
DONNA R. BLACKSTONE			NAVAL MEDICAL LOGISTICS COMMAND 1681 NELSON STREET FORT DETRICK MD 21702-9203		
C. TELEPHONE NUMBER (Including Area Code and Extension)					
301-619-2062					

8. REASONS FOR NO RESPONSE (X all that apply)					
<input type="checkbox"/>	A. CANNOT COMPLY WITH SPECIFICATIONS		<input type="checkbox"/>	B. CANNOT MEET DELIVERY REQUIREMENT	
<input type="checkbox"/>	C. UNABLE TO IDENTIFY THE ITEM(S)		<input type="checkbox"/>	D. DO NOT REGULARLY MANUFACTURE OR SELL THE TYPE OF ITEMS INVOLVED	
<input type="checkbox"/>	E. OTHER (Specify)				

9. MAILING LIST INFORMATION (X one)					
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	WE DESIRE TO BE RETAINED ON THE MAILING LIST FOR FUTURE PROCUREMENT OF THE TYPE OF ITEM(S) INVOLVED	

10. RESPONDING FIRM							
A. COMPANY NAME			B. ADDRESS (Include Zip Code)				
C. ACTION OFFICER							
(1) TYPED OR PRINTED NAME (Last, First, M.I.)		(2) TITLE		(3) SIGNATURE		(4) DATE SIGNED (YYMMDD)	
.							

DD Form 1707 Reverse, MAR 90

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FROM		<div>AFFIX STAMP HERE</div>
SOLICITATION NUMBER N62645-03-R-0001		TO
DATE (MMDDYY) LOCAL TIME		
Feb-13-2003 15:00:00		

<b>SOLICITATION, OFFER AND AWARD</b>			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1 73	
2. CONTRACT NO.		3. SOLICITATION NO. N62645-03-R-0001		4. TYPE OF SOLICITATION [ ] SEALED BID (IFB) [X] NEGOTIATED (RFP)	5. DATE ISSUED 18 Dec 2002	6. REQUISITION/PURCHASE NO.	
7. ISSUED BY DONNA BLACKSTONE NAVAL MEDICAL LOGISTICS COMMAND 1681 NELSON ST FT DETRICK MD 21702-9203			CODE N62645	8. ADDRESS OFFER TO (If other than Item 7)  <b>See Item 7</b>		CODE	
			TEL: 3016192062 FAX: 3016196793			TEL:	
			FAX: 3016196793			FAX:	
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".							
<b>SOLICITATION</b>							
9. Sealed offers in original and <u>1</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>Bldg 1681 FT Detrick, MD</u> until <u>15 00</u> local time <u>13 Feb 2003</u> (Hour) (Date)							
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.							
10. FOR INFORMATION CALL:		A. NAME DONNA R. BLACKSTONE		B. TELEPHONE (Include area code) (NO COLLECT CALLS) 301-619-2062		C. E-MAIL ADDRESS drblackstone@us.med.navy.mil	
11. TABLE OF CONTENTS							
(X)	SEC.	DESCRIPTION		PAGE(S)	(X)	SEC.	DESCRIPTION
<b>PART I - THE SCHEDULE</b>					<b>PART II - CONTRACT CLAUSES</b>		
X	A	SOLICITATION/ CONTRACT FORM		1	X	I	CONTRACT CLAUSES
X	B	SUPPLIES OR SERVICES AND PRICES/ COSTS		2	<b>PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS</b>		
X	C	DESCRIPTION/ SPECS./ WORK STATEMENT		17	X	J	LIST OF ATTACHMENTS
	D	PACKAGING AND MARKING			<b>PART IV - REPRESENTATIONS AND INSTRUCTIONS</b>		
X	E	INSPECTION AND ACCEPTANCE		30	X	K	REPRESENTATIONS, CERTIFICATIONS AND
X	F	DELIVERIES OR PERFORMANCE		31			OTHER STATEMENTS OF OFFERORS
X	G	CONTRACT ADMINISTRATION DATA		33	X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS
X	H	SPECIAL CONTRACT REQUIREMENTS		35	X	M	EVALUATION FACTORS FOR AWARD
<b>OFFER (Must be fully completed by offeror)</b>							
NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.							
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.							
13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)							
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):				AMENDMENT NO.		DATE	
15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		
15B. TELEPHONE NO (Include area code)		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>			17. SIGNATURE		18. OFFER DATE
<b>AWARD (To be completed by Government)</b>							
19. ACCEPTED AS TO ITEMS NUMBERED		20. AMOUNT		21. ACCOUNTING AND APPROPRIATION			
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)( ) <input type="checkbox"/> 41 U.S.C. 253(c)( )				23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM	
24. ADMINISTERED BY (If other than Item 7)		CODE	25. PAYMENT WILL BE MADE BY		CODE		
26. NAME OF CONTRACTING OFFICER (Type or print)				27. UNITED STATES OF AMERICA  (Signature of Contracting Officer)		28. AWARD DATE	

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

## SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	NDC GULF COAST/SOUTHEAST MATO				

FFP - THIS IS A DUPLICATION OF CLIN 0001 THAT IS IN THE ELECTRONIC DOCUMENT SPREADSHEET. AT THE TIME OF CONTRACT AWARD, THERE WILL BE ONE CLIN 0001. THE STANDARD PROCUREMENT SYSTEM REQUIRES AT LEAST ONE CLIN IN ORDER TO PROCESS THROUGH NECO.

OFFERORS ARE TO COMPLETE THE ELECTRONIC SECTION B ONLY.

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## SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

1. The Contractor shall furnish qualified healthcare workers (HCWs) in accordance with Section C (The Statement of Work), Section H (Personnel Qualifications), individual Task Orders for these services, and all other terms and conditions set forth herein. Government requirements for contracted healthcare personnel shall be filled in response to Task Orders issued by the Government against this contract.
2. This solicitation is intended to result in multiple indefinite-delivery / indefinite-quantity (IDIQ) contract awards, as identified under FAR 16.504. Task Orders will be priced on a firm fixed price basis.
3. The following activity is the sole authority to issue Task Orders:  
 Naval Medical Logistics Command  
 Code 02  
 1681 Nelson Street  
 Fort Detrick, MD 21702-9203

The Government reserves the right to add other ordering activities during the term of this contract. If other ordering activities are added, these actions will be contained in modifications issued by the Contracting Officer.

4. The Contracting Officer will place Task Orders using a signed DD Form 1155. Task Orders will be executed in writing by the Contracting Officer and transmitted either via mail, facsimile, or electronically via e-mail. If the order is transmitted via e-mail, the Contractor shall acknowledge receipt.

a. Performance of Healthcare Worker (HCW) services at any Department of Defense or Coast Guard military dental treatment facilities (DTFs), branch dental clinics (BDCs), or other dental activities specified within the states of Florida, Alabama, Georgia, Mississippi, Louisiana, Texas, Tennessee, South Carolina, and the Commonwealth of Puerto Rico who have been granted authority under 10 U.S.C. 1091, are considered within the scope of this contract.

b. The Government retains the right to additionally specify requirements in individual Task Orders as they relate to differences between specific positions, among specific military services (i.e. Army, Navy, Marine Corps, Air Force, etc) or, among specific service locations. Such requirements may include, but are not limited to, leave accrual rates, work hour adjustments, credentialing requirements, holiday service, general/administrative duties, continuing education and training. In these cases, the specific requirement will be referenced and addressed in the Task Order Proposal Request (TOPR).

5. Each Task Order will contain, at a minimum, the following information:

- a. The date of order
- b. The contract number and order number
- c. A description of services
  - Labor category and,
  - Specific duties and,
  - Position qualifications and,
  - Place of performance and,
  - Hours of operation and,
  - Quantity required.
- d. The unit price
- e. The period of performance
- f. Accounting and appropriation data
- g. The payment office address
- h. Any other pertinent data
- i. Invoicing and Acceptance instructions, and
- j. The name of the Contracting Officer's Representative (COR)

6. Each Task Order will specify the place of performance. Services for the minimum requirements (Contract Line Item Numbers (CLINs) 0001-0004) will be provided at the following locations:

- a. Naval Dental Center Gulf Coast Pensacola, FL and subordinate Branch Dental Clinics and Branch Dental Annexes (CLIN 0001 and CLIN 0002, SLINs 0002AA through 0002AM).
- b. Keesler Air Force Base, Biloxi, MS (CLIN 0002, SLIN 0002AN).
- c. Naval Dental Center Southeast Jacksonville, FL subordinate Branch Dental Clinics and Branch Dental Annexes (CLINs 0003 and 0004)

7. Minimum and Maximum Quantities. Contract Minimum and Maximum quantities are identified in Section 11. The Government intends to make multiple awards from this solicitation. The Contracting Officer will select and award at least one CLIN from CLINs 0001 through 0004 in Section 11 to each awardee. Initial Task Orders will be awarded concurrently at the time of contract award and will contain, in the aggregate, all services identified as the Government's minimum requirements, CLINs 0001 through 0004. The location of services exceeding the minimum quantities may be provided at any location listed in Section 6 plus any other DoD or United States Coast Guard facilities in the geographic region defined in Section 4.a.

#### HCW POSITIONS

Minimum Requirements:

Dental Assistants\*  
Dental Hygienists

\* Attachment 009 contains the Service Contract Act Wage Determination for these minimum requirements.

Maximum Requirements (in alphabetical order):

Central Sterile Supply Technicians  
Dental Assistants  
Dental Hygienists  
Dental Laboratory Technicians  
Endodontists  
General Dentists  
Oral/Maxillofacial Surgeons  
Orthodontists  
Periodontists.  
Prosthodontists

The procedures for the preparation of the initial Task Order proposal and the evaluation procedures to be employed for award of these initial Task Orders are contained in Section L of this solicitation. The Statements of Work for these initial Task Orders are Attachments 001 through 005. Instructions and procedures for subsequent Task Order preparation and award are contained in Section H of this contract.

8. The estimated ordering period is for 60 months beginning with the initial start of contract services, or until the time the Government has issued Task Orders totaling the maximum quantity.

9. The period of performance of any one Task Order shall be twelve consecutive calendar (12) months or less in duration.

11. The schedule of services the Government intends to acquire from contract awardees is provided below. CLINs may contain SLINs that provide the total minimum quantity of hours required for that CLIN. The unit price for each CLIN/SLIN is to be proposed in dollars per hour.

Offerors shall provide hourly and total prices for the minimum quantities (CLINs 0001 through 0004) and the Notational Task Orders NTO001 and NTO002 (Attachments 007 and 008) only. Notional Task Orders NTO001 and NTO002 (Attachments 007 and 008 under CLIN 0005) provide representative sample pricing for CLINs 0009 through 0019. The Notional Task Orders shall be evaluated in accordance with instructions specified in Section L. No awards will result from an offeror's proposal in response to these Notional Task Orders.

CLIN 0007 retains the Government's right to reimburse travel for HCWs.

CLIN 0008 retains the Government's right to make incentive awards directly to HCWs.

CLINs 0007 and 0008 may be used more than once throughout the duration of the contract and may apply to both the minimum and maximum quantities. Unit prices shall be stated in "dollars per hour" on each individual Task Order. NOTE: There are no known travel requirements at this time. Therefore, should the need for travel arise during the minimum service period, the CLIN will be negotiated and modified into the task order.

Offerors shall use the electronic Microsoft Excel spreadsheets and Microsoft Word documents for the submission of their proposals specified in Section L. The Government will not accept this information in any other format. (Offerors are directed to Section L, Instructions for Preparation of Proposals).

MINIMUM QUANTITIES FOR HEALTHCARE WORKER SERVICES

CLIN	Description	Quantity (Hours)	UNIT	UNIT PRICE	AMOUNT
0001	HCWs identified in CLIN 0001 shall provide DENTAL HYGIENIST services for the Naval Dental Center, Gulf Coast Pensacola, FL and subordinate Branch Dental Clinics and Branch Dental Annexes. The period of performance for each SLIN is 1 July 2002 through 30 September 2003. (Attachment 001)				
0001AA	Branch Dental Clinic, Naval Aviation Technical Training Center, Pensacola, FL (.5 FTE)	264	HOURS		\$ -
0001AB	Branch Dental Clinic, Naval Technical Training Center, Corry Station, Pensacola, FL (.5 FTE)	264	HOURS		\$ -



0001AC	Branch Dental Clinic, Panama City, FL (.5 FTE)	264	HOURS		\$ -
0001AD	Branch Dental Clinic, New Orleans, LA (2 FTE)	1,056	HOURS		\$ -
0001AE	Branch Dental Clinic, Naval Construction Battalion Center, Gulfport, MS (1 FTE)	528	HOURS		\$ -
0001AF	Branch Dental Clinic, Meridian, MS (1 FTE)	528	HOURS		\$ -
0001AG	Branch Dental Clinic, Pascagoula, MS (1 FTE)	528	HOURS		\$ -
0001AH	Branch Dental Clinic, Naval Air Station, Corpus Christi, TX (.5 FTE)	264	HOURS		\$ -
0001AJ	Branch Dental Clinic, Naval Air Station, Kingsville, TX (.5 FTE)	264	HOURS		\$ -
0001AK	Branch Dental Clinic, Naval Air Station, Fort Worth, TX (1.5 FTE)	792	HOURS		\$ -
0001AL	Branch Dental Clinic, Ingleside, TX (1 FTE)	528	HOURS		\$ -
CLIN	Description	Quantity (Hours)	UNIT	UNIT PRICE	AMOUNT
0002	HCWs identified in CLIN 0002, SLINs 0002AA through 0002AN shall provide DENTAL ASSISTANT services for the Naval Dental Center, Gulf Coast Pensacola, FL and subordinate Branch Dental Clinics. HCWs identified in CLIN 0002, SLIN 0002AN shall provide services for Keesler Air Force Base, Biloxi, MS. The period of performance for each SLIN is 1 July 2002 through 30 September 2003. (Attachment 002 for SLINs 0002AA through 0002AM and Attachment 003 for SLIN 0002AN)				
0002AA	Branch Dental Clinic, Naval Air Station, Pensacola, FL (5 FTE)	2,640	HOURS		\$ -

0002AB	Branch Dental Clinic, Naval Aviation Technical Training Center, Pensacola, FL (9 FTE)	4,752	HOURS		\$ -
0002AC	Branch Dental Clinic, Naval Technical Training Center, Corry Station, Pensacola, FL (2 FTE)	1,056	HOURS		\$ -
0002AD	Branch Dental Clinic, Naval Air Station, Whiting Field, FL (1 FTE)	528	HOURS		\$ -
0002AE	Branch Dental Clinic, New Orleans, LA (3 FTE)	1,584	HOURS		\$ -
0002AF	Branch Dental Clinic, Naval Construction Battalion Center, Gulfport, MS (1 FTE)	528	HOURS		\$ -
0002AG	Branch Dental Clinic, Meridian, TN (3 FTE)	1,584	HOURS		\$ -
0002AH	Branch Dental Clinic, Pascagoula, MS (1 FTE)	528	HOURS		\$ -
0002AJ	Branch Dental Clinic, Naval Support Activity, Millington, TN (3 FTE)	1,584	HOURS		\$ -
0002AK	Branch Dental Clinic, Naval Air Station, Corpus Christi, TX (3 FTE)	1,584	HOURS		\$ -
0002AL	Branch Dental Clinic, Naval Air Station, Kingsville, TX (1 FTE)	528	HOURS		\$ -
0002AM	Branch Dental Clinic, Naval Air Station, Fort Worth, TX (2 FTE)	1,056	HOURS		\$ -
0002AN	Keesler Air Force Base, Biloxi, MS (2 FTE)	1,056	HOURS		\$ -
CLIN	Description	Quantity (Hours)	UNIT	UNIT PRICE	AMOUNT

0003	HCWs identified in CLIN 0003 shall provide DENTAL HYGIENIST services for the Naval Dental Center Southeast, Jacksonville, FL, subordinate Branch Dental Clinics. The period of performance is 1 July through 30 September 2003. (Attachment 004; Attachment 006 contains the Incentive Plan for this labor category.)				
0003AA	Jacksonville FL area Branch Dental Clinics including Branch Dental Clinic, Naval Air Station, Jacksonville, FL (2 FTE); and Branch Dental Clinical, Naval Station, Mayport, FL (4 FTE); and Branch Dental Clinic, Naval Submarine Base, Kings Bay, GA (1 FTE).	3,696	HOURS		\$ -
0003AB	Branch Dental Clinic, Naval Air Station, Key West, FL (1 FTE)	528	HOURS		\$ -
0003AC	Naval Dental Center Southeast Branch Dental Clinic Atlanta, Naval Air Station, Marietta GA (1 FTE)	528	HOURS		\$ -
0003AD	Naval Dental Center Southeast Branch Dental Clinic Charleston, Goose Creek, SC (1 FTE)	528	HOURS		\$ -
CLIN	Description	Quantity (Hours)	UNIT	UNIT PRICE	AMOUNT
0004	HCWs identified in CLIN 0004 shall provide DENTAL ASSISTANT services for the Naval Dental Center Southeast, Jacksonville, FL, subordinate Branch Dental Clinics. The period of performance is 1 July through 30 September 2003. (Attachment 005; Attachment 006 contains the Incentive Plan for this labor category.)				

0004AA	Jacksonville FL area Branch Dental Clinics including Branch Dental Clinic, Naval Air Station, Jacksonville, FL (7 FTE); and Branch Dental Clinical, Naval Station, Mayport, FL (14 FTE); and Branch Dental Clinic, Naval Submarine Base, Kings Bay, GA (6 FTE).	14,256	HOURS		\$ -
0004AB	Branch Dental Clinic, Naval Air Station, Key West, FL (1 FTE)	528	HOURS		\$ -
0004AC	Branch Dental Clinic, MCLB, Albany, GA (1 FTE)	528	HOURS		\$ -
0005	HCWs identified for Notional Task Order Requirements. The notional period is 1 July 2003 through 30 September, 2003. No awards will be result from an offeror's proposal in response to these Notional Task Orders.				
NT0001	Dental Laboratory Technician Services for the Naval Dental Center, Gulf Coast, FL (1 FTE)	528	HOURS		\$ -
NT0002	Endodontist Services for McDill AFB, Tampa, FL (.5 FTE)	264	HOURS		\$ -
0006	RESERVED				CLIN IS NOT TO BE PRICED

**ADDITIONAL HCW REQUIREMENTS (Minimum and Maximum) NOT INITIALLY PRICED**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>QTY</u> <u>(Hours)</u>	<u>UNIT</u>	<u>PRICE</u>	<u>TOTAL</u> <u>PRICE</u>
0007	Travel. As directed by the Government, HCWs may be required to provide services, undergo training or attend conferences when in the best interest of the Government and patient care and in accordance with Section H and Individual Task Orders.				
0007AA	Travel Requirements for Naval Dental Center Gulf Coast Pensacola FL subordinate Branch Dental Clinics, and Branch Dental Annexes				NOT INITIALLY PRICED

0007AB	Travel Requirements for Naval Dental Center Southeast Jacksonville, FL subordinate Branch Dental Clinics, and Branch Dental Annexes				NOT INITIALLY PRICED
0007AC	Travel Requirements for Keesler Air Force Base.				NOT INITIALLY PRICED
0008	Incentive Awards. The Government, reserves the right to make incentive awards directly to HCWs. These awards will be site-specific based upon the Government's best business practice plan to minimize turnover, maximize the mission of the command and/or reward exemplary individual work. Incentive plans for the minimum quantities are contained in the individual task orders for the positions within CLINs 0001 through 0004 (Attachment 006). Incentive plans for the maximum quantities (CLINs 0009 through 0019) will be contained in the subsequent individual Task Orders (Offerors are directed to Section H.)				
0008AA	Incentive Awards for Naval Dental Center Gulf Coast Pensacola, FL subordinate Branch Dental Clinics, and Branch Dental Annexes				NOT INITIALLY PRICED
0008AB	Incentive Awards for Naval Dental Center Southeast Jacksonville, FL subordinate Branch Dental Clinics, and Branch Dental Annexes				NOT INITIALLY PRICED
0008AC	Incentive Awards for Keesler Air Force Base, Biloxi, MS.				NOT INITIALLY PRICED

**ADDITIONAL HCW SERVICES (Maximum Quantities) NOT INITIALLY PRICED**

CLIN	Description	Quantity (Hours)	UNIT	UNIT PRICE	AMOUNT

0009	The contractor shall perform those CENTRAL STERILE SUPPLY TECHNICIAN services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 41,760			NOT INITIALLY PRICED
0010	The contractor shall perform those DENTAL ASSISTANT services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders				
0010AA	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Air Station, Pensacola, FL	MAXIMUM HOURS 62,688			NOT INITIALLY PRICED
0010AB	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Aviation Technical Training Center, Pensacola, FL	MAXIMUM HOURS 94,032			NOT INITIALLY PRICED
0010AC	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Technical Training Center, Corry Station, Pensacola, FL	MAXIMUM HOURS 20,896			NOT INITIALLY PRICED
0010AD	Naval Dental Center Gulf Coast, Branch Dental Clinic Whiting Field, Milton, FL	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0010AE	Naval Dental Center Gulf Coast, Branch Naval Coastal Systems Center, Panama City, FL	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0010AF	Naval Dental Center Gulf Coast, Branch Naval Support Activity, NOLA, New Orleans, LA	MAXIMUM HOURS 31,344			NOT INITIALLY PRICED
0010AG	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Construction Battalion Center, Gulfport, MS	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0010AH	Naval Dental Center Gulf Coast, Branch Dental Clinic, Meridian Naval Air Station, Meridian, MS	MAXIMUM HOURS 31,344			NOT INITIALLY PRICED

0010AJ	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Station, Pascagoula, MS	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0010AK	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Air Station, Corpus Christi, TX	MAXIMUM HOURS 31,344			NOT INITIALLY PRICED
0010AL	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Air Station, Fort Worth, TX	MAXIMUM HOURS 20,896			NOT INITIALLY PRICED
0010AM	Naval Dental Center Gulf Coast, Branch Dental Clinic, Ingleside Naval Air Station, Ingleside, TX	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0010AN	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Air Station, Kingsville, TX	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0010AP	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Support Activity, Millington, TN	MAXIMUM HOURS 31,344			NOT INITIALLY PRICED
0010AQ	Keesler Air Force Base, Biloxi, MS	MAXIMUM HOURS 20,896			NOT INITIALLY PRICED
0010AR	Naval Dental Center Southeast Branch Dental Clinics, Including Naval Air Station, Jacksonville, FL; Naval Station Mayport, FL; and Naval Submarine Base, Kings Bay, GA.	MAXIMUM HOURS 282,096			NOT INITIALLY PRICED
0010AS	Naval Dental Center Southeast Branch Dental Clinic, Naval Air Station Key West, FL.	MAXIMUM HOURS 20,896			NOT INITIALLY PRICED
0010AT	Branch Dental Clinic, MCLB, Albany, GA	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0010AU	Naval Dental Center Southeast Branch Dental Clinic Atlanta, Naval Air Station, Marietta GA	MAXIMUM HOURS 0			NOT INITIALLY PRICED

0010AV	Naval Dental Center Southeast Branch Dental Clinic Charleston, Goose Creek, SC	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0010AW	DoD or Coast Guard Dental Treatment Facilities as specified in accordance with site specific statement of work.	MAXIMUM HOURS 162,072			NOT INITIALLY PRICED
0011	The contractor shall perform those DENTAL HYGIENIST services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders				
0011AA	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Air Station, Pensacola, FL	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0011AB	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Aviation Technical Training Center, Pensacola, FL	MAXIMUM HOURS 5,224			NOT INITIALLY PRICED
0011AC	Naval Dental Center Gulf Coast, Branch Dental Clinic, Corry Station, Pensacola, FL	MAXIMUM HOURS 5,224			NOT INITIALLY PRICED
0011AD	Naval Dental Center Gulf Coast, Branch Dental Clinic Whiting Field, Milton, FL	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0011AE	Naval Dental Center Gulf Coast, Branch Naval Coastal Systems Center, Panama City, FL	MAXIMUM HOURS 5,224			NOT INITIALLY PRICED
0011AF	Naval Dental Center Gulf Coast, Branch Naval Support Activity, NOLA, New Orleans, LA	MAXIMUM HOURS 20,896			NOT INITIALLY PRICED
0011AG	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Construction Battalion Center, Gulfport, MS	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0011AH	Naval Dental Center Gulf Coast, Branch Dental Clinic, Meridian Naval Air Station, Meridian, MS	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED



0011AJ	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Station, Pascagoula, MS	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0011AK	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Air Station, Corpus Christi, TX	MAXIMUM HOURS 5,224			NOT INITIALLY PRICED
0011AL	Branch Dental Clinic, Naval Air Station, Fort Worth, TX	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0011AM	Naval Dental Center Gulf Coast, Branch Dental Clinic, Ingleside Naval Air Station, Ingleside, TX	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0011AN	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Air Station, Kingsville, TX	MAXIMUM HOURS 5,224			NOT INITIALLY PRICED
0011AP	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Support Activity, Millington, Millington, TN	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0011AQ	Keesler Air Force Base, Biloxi, MS	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0011AR	Naval Dental Center Southeast Branch Dental Clinics, Including Naval Air Station, Jacksonville, FL; Naval Station Mayport, FL; and Naval Submarine Base, Kings Bay, GA.	MAXIMUM HOURS 73,136			NOT INITIALLY PRICED
0011AS	Naval Dental Center Southeast Branch Dental Clinic, Naval Air Station Key West, FL.	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0011AT	Naval Dental Center Southeast Branch Dental Clinic Atlanta, Naval Air Station, Marietta GA	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0011AU	Naval Dental Center Southeast Branch Dental Clinic Charleston, Goose Creek, SC	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED

0011AV	Branch Dental Clinic, MCLB, Albany, GA	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0011AW	DoD or Coast Guard Dental Treatment Facilities as specified in accordance with site specific statement of work	MAXIMUM HOURS 205,952			NOT INITIALLY PRICED
0012	The contractor shall perform those DENTAL LABORATORY TECHNICIAN services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 41,760			NOT INITIALLY PRICED
0013	The contractor shall perform those ENDODONTIST services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 20,880			NOT INITIALLY PRICED
0014	The contractor shall perform those EXPANDED FUNCTION DENTAL ASSISTANT services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 208,800			NOT INITIALLY PRICED
0015	The contractor shall perform those GENERAL DENTIST services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 229,680			NOT INITIALLY PRICED
0016	The contractor shall perform those ORAL/MAXILLOFACIAL SURGEON services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 20,880			NOT INITIALLY PRICED
0017	The contractor shall perform those ORTHODONTIST services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 20,880			NOT INITIALLY PRICED

0018	The contractor shall perform those PERIODONTIST services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 20,880			NOT INITIALLY PRICED
0019	The contractor shall perform those PROSTHODONTIST services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 20,880			NOT INITIALLY PRICED

## SECTION C Descriptions and Specifications

NOTE 1: The use of, “Commanding Officer/Commander” means the Commanding Officer or Commander of the military dental treatment facility or equivalent Government official, e.g. Contracting Officer’s Representative (COR), Technical Assistant (TA), Branch Director or, Department Head at any of the service locations as specified in Section B. This individual will be specified in each individual Task Order.

NOTE 2: The term, “Contractor” means the offeror identified in block 15A of the Standard Form 33 or block 7 of the Standard Form 26 and its HCWs who are providing services under Task Orders placed under the contract.

NOTE 3: The abbreviation, “DTF” (Dental Treatment Facility) refers to any military service (including USCG) treatment facility(s) in which dental services are provided within the scope of this contract.

### STATEMENT OF WORK

1. GENERAL INFORMATION. This Statement of Work (SOW) applies to all positions encompassed within this contract. Position specific Statements of Work for the Government’s minimum quantities (Contract Line Item Numbers [CLINs] 0001 through 0004) are provided as Attachments 001 through 005. Staffing requirements specific to each position are contained within that applicable attachment. CLIN 0007 retains the Government’s right to reimburse the Contractor for required travel expenses for Healthcare Workers (HCWs) for CLINs 0001 through 0004 and 0009 through 0019. CLIN 0008 may also be included with the subsequently issued Task Order Proposal Requests (TOPRs) for CLINs 0009 through 0019.

1.1. The Contractor shall provide, in accordance with each Task Order, dental and healthcare services at the locations specified in Schedule B and each individual Task Order.

1.2. During the term of this contract and in accordance with the terms and conditions of this contract and each Task Order, the Contractor agrees to provide on behalf of the Government, services for the treatment of active duty military personnel and other eligible beneficiaries.

1.3. While on duty, HCWs shall not advise, recommend or suggest to individuals authorized to receive services at Government expense that such individuals should receive services from the HCW when they are not on duty, or from a partner or group associated in practice with the Contractor or HCW, except with the express written consent of the Commanding Officer/Commander. The Contractor shall not bill individuals entitled to those services rendered pursuant to this contract.

1.4. In each TOPR, the Government will disclose specific information concerning the type(s), duration and location(s) of the services to be provided. This notice may include the number of hours that constitutes the scheduled work day of an individual HCW, the times and days of the week that services will be scheduled, and the places where these services will be performed. In the event that a TOPR calls for more than 8 compensated hours per day, the parties agree that the Contractor is solely responsible for investigating and determining the applicability of any state and/or local wage or overtime compensation laws with regard to its performance. It is further agreed that the Contractor assumes any and all risk as to the accuracy of its judgment. Accordingly, since the Task Order price reflects the Contractor’s determination, the Contractor shall not be entitled to any equitable price adjustment should a state and/or local agency charged with enforcement of such wage and overtime laws rule that the Contractor’s determination was erroneous.

1.5. The Government retains the right to additionally specify requirements in individual Task Orders as they relate to differences between specific positions, among specific military services (i.e. Army, Navy, Marine Corps, Air Force, etc) or, among specific service locations. Such requirements may include, but are not limited to, leave accrual rates, work hour adjustments, credentialing requirements, holiday service, general/administrative duties, continuing education and training. In these cases, the specific requirement will be referenced and addressed in the TOPR.

1.6. As directed by the Government, HCWs may be required to travel to provide services, undergo training or attend conferences when in the best interest of the Government and patient care. These travel requirements will be funded using CLIN 0007.

1.7. The Government retains the right to make incentive awards directly to HCWs. Incentive Plans applicable to CLINs 0001 through 0004 are contained in Attachment 006. CLIN 0008 may also be included with the subsequently issued TOPRs for CLINs 0009 through 0019. These awards will be site or position specific based upon the Government's best business practice plan to minimize turnover, maximize the mission of the command and/or reward exemplary individual work. Incentive plans for CLINs 0009 through 0019 will be contained in subsequent individual Task Orders.

## 2. MEDICAL MALPRACTICE AND PERSONAL SERVICES.

2.1. The HCW(s) is (are) serving at the DTF under a personal services contract entered into under the authority of §1091 of Title 10, United States Code. Accordingly, §1089 of Title 10, United States Code shall apply to personal injury lawsuits filed against the HCW(s) based on negligent or wrongful acts or omissions incident to performance within the scope of this contract. The HCW(s) is not required to maintain medical malpractice liability insurance.

2.2. HCWs providing services under this contract shall be rendering personal services to the Government and shall be subject to day-to-day supervision and control by Government personnel. Supervision and control is the process by which the individual HCW receives technical guidance, direction, and approval with regard to a task(s) within the requirements of this contract.

## 3. DUTY HOURS.

3.1. The Government will identify specific duty hours in each individual Task Order. Unless otherwise specified (a) in a paragraph below, (b) in an Initial Task Order within Attachments 001 through 004, (c) in a Subsequent Task Order for CLINs 0009 through 0019, or (d) as detailed in the Section H paragraph entitled, "Contractor Managed Personal Leave", services required by an individual HCW shall not exceed 80 hours per invoice (14 consecutive day) period. Any changes in the schedule shall be coordinated between the Contractor and the Government. HCWs shall arrive for each scheduled shift in a well-rested condition.

3.2. Unless otherwise stated in the individual Task Order, the Contractor shall provide no more than two individuals for each full time equivalent (FTE) and only one individual for each part-time (FTE). Therefore, unless otherwise specified in a Task Order, each individual will work a minimum of 20 hours per 7 consecutive calendar days or 40 hours per invoice period.

3.3. The Government reserves the rights to either (a) reassign HCWs within a Dental Treatment Facility (DTF) to meet patient demand or (b) temporarily assigned HCWs to another location within a 50 mile commuting area of their assigned DTF. HCWs shall receive notification 2 weeks prior to reassignment to locations within 50-mile limit. The reassignment shall not exceed 30 calendar days. The Government will consider the use of CLIN 0007 to reimburse HCWs for reassignments within 50-mile limit on a case-by-case basis.

3.4. Services of the HCWs shall not be required on the day of observance of the following federally established holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. The Government will compensate the Contractor for these periods of authorized absences only if the HCW is (a) scheduled to provide service on that specific day and (b) only for the number of hours of service scheduled for that specific day. Accordingly, if the Government compensates the Contractor, the Contractor shall compensate the HCW for these periods of compensated absence. No compensation will be made for HCWs who are not scheduled to provide service on that specific day.

3.5. In the instance where the Government directs the HCW to remain on duty in excess of their scheduled workday due to an unforeseen emergency or to complete patient treatment where lack of continuity of care would otherwise

jeopardize patient health, the HCW shall remain on duty. The HCW will be given an equal amount of compensatory time to be scheduled upon mutual agreement of the HCW and the Commanding Officer/Commander.

3.6. The HCW shall not unilaterally adjust their individual work schedule(s) to accommodate late arrival. The Government reserves the right to either (a) place the HCW in a Leave Without Pay (LWOP) status when they arrive late for a scheduled shift and/or (b) not compensate the Contractor.

3.7. The Contractor may elect to offer overtime to certain HCWs to fill otherwise unfilled scheduled hours of service so long as all the following conditions apply:

3.7.1. In no case shall the amount of hours worked exceed 50 hours per consecutive 7-day period or 96 hours per consecutive 14 day period, and

3.7.2. In no case shall the HCW's continued employment be contingent upon their accepting this overtime assignment, and

3.7.3. The parties agree that the Contractor is solely responsible for complying with state and/or local wage and overtime compensations laws as described herein, and

3.7.4. The parties agree that the Contractor shall not look to the Government for additional reimbursement beyond the price already contained on the applicable CLIN/SLIN for that labor category.

#### 4. ABSENCES, PLANNED AND UNPLANNED LEAVE, LEAVE WITHOUT PAY (LWOP), AND CONTINUING EDUCATION.

4.1. Administrative Leave. The Commanding Officer/Commander retains the authority to grant administrative leave to HCWs for (a) unusual or compelling circumstances, (b) base closures or late arrivals necessitated by weather emergencies, (c) command related training, (d) command activities at alternative work sites, or (e) where applicable, as part of an incentive program. The Commanding Officer/Commander will determine whether administrative leave is compensated leave.

4.2. Furlough. Except as otherwise provided in this paragraph or unless specifically authorized in a DoD Appropriations Act or a continuing resolution, the obligation of the Contractor to perform services under this contract, and the Government's obligation to pay for such services, shall be suspended during a Government furlough. In the event of a Government furlough, the Commanding Officer/Commander will determine which HCWs are considered "critical" and therefore must report to work. Only HCWs deemed "critical" by the Government shall be compensated for services rendered during a furlough. All other HCWs will be furloughed until the Government shutdown ends or the COR notifies them that they have become "critical" employees.

4.3. Medical Emergencies. A HCW with a bona-fide medical emergency occurring while on duty or with an on-the-job injury will be provided medical care until the condition is stabilized. The Contractor will reimburse the Government for all medical services provided unless the HCW is otherwise entitled to Government healthcare services.

4.4. Personal Leave. Unless otherwise specified in a Task Order:

4.4.1. The HCW shall follow the policy of the Commanding Officer/Commander regarding the request and use of both planned and unplanned leave. If the HCW is absent for three or more consecutive unplanned days, the Commanding Officer/Commander may require written documentation from a qualified health care provider that the HCW is free from communicable disease. The Government reserves the right to examine and/or re-examine any HCW who meets this criterion.

4.4.2. Leave Accrual. Unless otherwise specified in a Task Order:

4.4.2.1. FOR HEALTHCARE WORKERS AT THE NAVAL DENTAL CENTER GULF COAST, PENSACOLA FL AND SUBORDINATE BRANCH CLINICS ONLY. Eight hours of personal leave are accrued by each HCW at the end of every 80-hour period worked, equivalently apportioned for part-time employees and/or partial year Task Orders. Personal leave shall be used for both planned (vacation) and unplanned absences (sickness). Planned absences from assigned duties shall be requested with 15 working days advance notice, in writing, to the Commander/Commanding Officer. However, the Government retains the right to require more than 15 working days advance notice, consistent with local policies and procedures. The Contractor shall compensate the HCW for periods of authorized absence. Unless otherwise specified in a Task Order, all accrued leave shall be used within 90 days following the completion of a 12-month Task Order if a Logical Follow-on Task Order has been issued. If a Logical Follow-on Task Order is not issued, all unused leave shall be either used by the end of the Task Order period or it will be forfeited.

4.4.2.2. FOR HEALTHCARE WORKERS AT THE NAVAL DENTAL CENTER GULF COAST, PENSACOLA FL AND SUBORDINATE BRANCH CLINICS ONLY. In all cases, notwithstanding whether one or more than one HCW(s) provides services for the period of a Task Order, not more than 208 hours of personal leave will be provided per FTE of effort for a twelve month Task Order period, apportioned for Task Order periods of less than twelve months.

4.4.2.3. FOR HEALTHCARE WORKERS AT THE NAVAL DENTAL CENTER SOUTHEAST, JACKSONVILLE FL AND SUBORDINATE BRANCH CLINICS ONLY. Six hours of personal leave are accrued by each HCW at the end of every 80-hour period worked, equivalently apportioned for part-time employees and/or partial year Task Orders. Personal leave shall be used for both planned (vacation) and unplanned absences (sickness). Planned absences from assigned duties shall be requested with 15 working days advance notice, in writing, to the Commander/Commanding Officer. However, the Government retains the right to require more than 15 working days advance notice, consistent with local policies and procedures. The Contractor shall compensate the HCW for periods of authorized absence. Unless otherwise specified in a Task Order, all accrued leave shall be used within 90 days following the completion of a 12 month Task Order if a Logical Follow-on Task Order has been issued. If a Logical Follow-on Task Order is not issued, all unused leave shall be either used by the end of the Task Order period or it will be forfeited. If personal leave is carried over beyond the completion date of the Task Order (i.e. to be used in the subsequent 90 days), the HCW shall provide the COR with a schedule for the use of that leave not later than the first workday of the Logical Follow-on Task Order. HCWs shall not presume that their leave schedule has been approved unless notified, in writing, by the COR. The Government will make every effort to accommodate all leave requests; however, the Commander/Commanding Officer reserves the right to unilaterally adjust these leave schedules to meet the demand for patient care.

4.4.2.4. FOR HEALTHCARE WORKERS AT THE NAVAL DENTAL CENTER SOUTHEAST, JACKSONVILLE FL AND SUBORDINATE BRANCH CLINICS ONLY. In all cases, notwithstanding whether one or more than one HCW(s) provides services for the period of a Task Order, not more than 156 hours of personal leave will be provided per FTE of effort for a twelve month Task Order period, apportioned for Task Order periods of less than twelve months.

4.4.2.5. FOR ALL OTHER ACTIVITIES NOT SPECIFICALLY REFERENCED ABOVE. Eight hours of personal leave are accrued by each HCW at the end of every 80-hour period worked, equivalently apportioned for part-time employees and/or partial year Task Orders. Personal leave shall be used for both planned (vacation) and unplanned absences (sickness). Planned absences from assigned duties shall be requested with 15 working days advance notice, in writing, to the Commander/Commanding Officer. However, the Government retains the right to require more than 15 working days advance notice, consistent with local policies and procedures. The Contractor shall compensate the HCW for periods of authorized absence. If a Logical Follow-on Task Order is not issued, all unused leave shall be either used by the end of the Task Order period or it will be forfeited.

4.4.2.5.1. FOR ALL OTHER ACTIVITIES NOT SPECIFICALLY REFERENCED ABOVE. In all other cases, unless otherwise specified in an individual Task Order(s), notwithstanding whether one or more than one HCW(s) provides services for the period of a Task Order, not more than 208 hours of total leave will be provided per FTE of effort for a twelve month Task Order period, apportioned for Task Order periods of less than twelve months.

4.4.3. If the Task Order is terminated for default, there will be no reimbursement for any unused accrued leave balance. In the event that the HCW gives notice of employment termination, all accrued leave must be used within that notice period, or forfeited. The Government will not extend the HCW's termination date to accommodate unused leave balances.

4.4.4. Continuing Education. The Commanding Officer/Commander may also grant authorization for planned absences to allow the HCW to attend continuing education courses. This is in addition to the planned and unplanned absences specified above. The Government may compensate the HCW for these periods of authorized absence if the continuing education courses are required to maintain licensure or certifications. This compensation will not exceed 40 hours per 12 month Task Order, equivalently apportioned for part-time employees and/or partial year Task Orders. The Commanding Officer/Commander may also advance leave for continuing education. The Government will not reimburse the HCW for the cost of any course tuition and/or other related education expense but may choose to reimburse certain reasonable travel expenses using CLIN 0007. The HCW shall provide proof of attendance and successful completion of continuing education to the Commanding Officer/Commander upon request.

4.4.4.1. Healthcare workers shall have 6 months of creditable service either under this contract or the immediate predecessor contract to be eligible for authorized planned absence(s) for continuing education. At the discretion of the Commanding Officer/Commander, this provision may be waived if the continuing education is (a) in the best interest of the Government, (b) enhances patient care, and (c) the Government can reasonably expect to receive a benefit from the continuing education (time and cost considered). If waived, the provisions in the preceding paragraph shall apply.

4.4.4.2. FOR HEALTHCARE WORKERS AT THE NAVAL DENTAL CENTER SOUTHEAST, JACKSONVILLE FL AND SUBORDINATE BRANCH CLINICS ONLY. The continuing education benefit will not exceed 5 scheduled workdays for dentists and 3 scheduled workdays for dental hygienists per 12 month Task Order, equivalently apportioned for part-time employees and/or partial year Task Orders. There is no continuing education benefit for dental assistants. The Commanding Officer/Commander may also advance leave for continuing education.

4.4.5. Reserved.

4.4.6. Reserved.

4.4.7. Leave Without Pay.

4.4.7.1. FOR HEALTHCARE WORKERS AT THE NAVAL DENTAL CENTER GULF COAST, PENSACOLA FL AND SUBORDINATE BRANCH CLINICS ONLY. Upon exhaustion of any leave balance the HCW shall enter a leave without pay (LWOP) status. Unless waived by the Contracting Officer, the Contractor shall provide a qualified replacement for any HCW who has been on LWOP status for a total of 24 hours or more during any Task Order period, equivalently apportioned for part-time employees and/or partial year Task Orders. At the discretion of the Commanding Officer/Commander, LWOP taken in conjunction with maternity leave may not be subject to this limitation.

4.4.7.2. FOR HEALTHCARE WORKERS AT THE NAVAL DENTAL CENTER SOUTHEAST, JACKSONVILLE FL AND SUBORDINATE BRANCH CLINICS ONLY. Upon exhaustion of any leave balance the HCW shall enter a leave without pay (LWOP) status. Unless waived by the Contracting Officer, the Contractor shall provide a qualified replacement for any HCW who has been on LWOP status for a total of 3 or more occurrences during any Task Order period, equivalently apportioned for part-time employees and/or partial year Task Orders. An "occurrence" is any LWOP incident exceeding 30 scheduled work minutes. At the discretion of the Commanding Officer/Commander, LWOP taken in conjunction with maternity leave may not be subject to this limitation.

4.4.7.3. FOR ALL OTHER ACTIVITIES NOT SPECIFICALLY REFERENCED ABOVE. Upon exhaustion of any leave balance the HCW shall enter a leave without pay (LWOP) status. Unless waived by the Contracting



Officer, the Contractor shall provide a qualified replacement for any HCW who has been on LWOP status for a total of 24 hours or more during any Task Order period, equivalently apportioned for part-time employees and/or partial year Task Orders. At the discretion of the Commanding Officer/Commander, LWOP taken in conjunction with maternity leave may not be subject to this limitation. The Government shall not compensate the Contractor for HCWs in a Leave Without Pay (LWOP) status.

4.4.8. Maternity Leave. Up to twelve weeks of maternity “leave without pay” may be granted to the HCW during the period of the Task Order if either of two conditions should occur: (1) the birth of a son or daughter of the HCW and the care of such son or daughter; or, (2) the placement of a son or daughter with the HCW for adoption or foster care. The Commanding Officer/Commander and Contractor will agree on the length of maternity leave. At the option of the Government and pursuant to paragraphs herein, any or all accrued leave (leave with pay) shall be first applied towards maternity leave before going into a leave without pay status.

4.4.9. Military Reserve Leave. Documented military leave for military reservists is permitted, not to exceed 15 calendar days per 12-month period worked. This leave may be taken intermittently, i.e., one day at a time. Military leave is compensated leave. The HCW shall follow the policy of the DTF with respect to advance notification for scheduled military duties. Military leave for part time employees shall be prorated.

#### 4.4.10. Jury Duty.

4.4.10.1. Administrative leave may be granted for HCWs selected to serve on jury duty. Requests for jury duty leave shall be submitted to the Commanding Officer/Commander in the same manner as planned leave is requested as soon as jury duty is confirmed. The HCW is required to provide the Commanding Officer/Commander with as much written notice as possible prior to reporting for jury duty, and shall supply documentation regarding the necessity for and the length of absence for jury duty. A HCW whose position is deemed critical by the Commanding Officer/Commander may be issued a written request for the court to excuse or delay the HCW’s jury duty obligation.

4.4.10.2. The Government will reimburse the Contractor (as administrative leave) for the HCW’s documented, actual service as a juror up to 5 scheduled workdays per Task Order. In those instances where a contract HCW is in a jury duty status in excess of 5 scheduled workdays, the Commanding Officer/Commander may require a qualified replacement HCW. In all instances where a contract HCW is in a jury duty status in excess of 10 scheduled workdays, the Contractor shall provide a qualified replacement HCW. Upon notification that a qualified replacement HCW is required, the Government will no longer reimburse the Contractor as administrative leave.

4.4.11. Compensatory Time. Compensatory Time must be approved prior to commencement of services. If compensatory time is either approved by the Government or specifically permitted in individual task orders, compensatory time shall be used within the same invoice period that it is earned unless the Commanding Officer/Commander prospectively approves leave carry over. Compensatory time earned as part of an incentive program shall be used in accordance with that incentive program and may or may not be subject to this requirement.

4.4.11.1. In all cases, compensatory time earned in one Task Order period cannot be carried over to another Task Order period. Upon (a) termination of the employment of a HCW or, (b) a HCW changing their employer from one Contractor to another Contractor or, (c) the loss of employment as a result of the Government’s decision not to issue a logical follow-on Task Order, all unused compensatory time will be lost.

### 5. FAILURE AND/OR INABILITY TO PERFORM.

5.1. Should a HCW be unable to perform duties under any Task Order due to a medical or physical disability they shall be replaced within 48 calendar hours of notification by the Government. The Contracting Officer may suspend any individual’s performance under the Task Order until such medical or physical disability is resolved. If performance under the Task Order is so suspended, no reimbursement shall be made to the Contractor unless the requirements of the staffing schedule are otherwise met.

5.2. If the clinical privileges of a HCW have been summarily suspended, the Government reserves the right to suspend any or all services under a Task Order until clinical privileges are reinstated. No reimbursement will be made to the Contractor for the affected HCW so long as performance is suspended.

5.3. Any HCW(s) demonstrating impaired judgment will be removed from providing healthcare services. The Government reserves the right to remove any employee who, in the judgment of a licensed physician, is impaired by drugs or alcohol.

5.4. Any HCW(s) who has demonstrated alcohol or drug impairment may be allowed to return to work under the terms of this contract only with prior Government approval.

## 6. CONTRACT STATUS REVIEW (CSR) MEETINGS.

6.1. Each 30–90 days during the contract, the Government will require the Contractor to discuss issues germane to the contract. The Government expressly retains the right to require the Contractor to attend face-to-face meetings at the Government's facilities. At these meetings, the Government shall inform the Contractor of any contract or employee-related issues that require corrective action on the part of the Contractor. The Government shall not reimburse the Contractor for the expenses incurred relative to these meetings. At a minimum, these meetings will discuss:

6.1.1. New HCWs who have begun providing services since the last CSR. The Government continually evaluates each HCW's (a) personal interaction skills with patients and other staff, (b) their demonstrated fluency in the English language and, (c) their demonstrated familiarity with the equipment, supplies and materiel commonly used in the work site. The Government encourages the Contractor to institute probationary policies for new employees, and

6.1.2. Contract administration issues relative to the efficient operation of the clinical setting, and

6.1.3. Contractor generated opportunities or innovations aimed at improving services, and

6.1.4. Any other item to the mutual benefit of the Contractor and the Government.

6.2. The Contractor is advised that these meetings are strictly informational and do not change the terms and conditions of the contract unless the Contracting Officer issues a signed modification.

## 7. CREDENTIALING.

### 7.1. General Information.

7.1.1. The Commanding Officer/Commander is the sole authority for granting and revoking clinical privileges. HCWs shall not provide health care services until the Commanding Officer/Commander has granted professional staff membership and clinical privileges. The Commanding Officer/Commander will not grant clinical privileges until the Government determines that credentials information has been satisfactorily verified.

7.1.2. For positions at Navy facilities, the Government will not consider exceptions to the Navy credentials review and clinical privileging process as defined by BUMEDINST 6320.66C, subsequent revisions to that instruction, and DTF instructions. The Contractor's failure to nominate HCWs who meet the terms and conditions of this contract, including the requirements of BUMEDINST 6320.66C, shall not excuse non-performance of contract requirements. A copy of BUMEDINST 6320.66C may be obtained at <http://www-nmlc.med.navy.mil/Code02/6320.66Centire.pdf>.

7.1.3. For positions at Army facilities, the Government will not consider exceptions to the Army credentials review and clinical privileging process as defined by Army Regulation 40-68 and DTF instructions. The Contractor's failure to nominate HCWs who meet the terms and conditions of this contract, including the requirements of Army Regulation 40-68, shall not excuse non-performance of contract requirements. A copy of Army Regulation 40-68 may be at [http://www.army.mil/usapa/epubs/pdf/r40\\_68.pdf](http://www.army.mil/usapa/epubs/pdf/r40_68.pdf)

7.1.4. For positions at Air Force facilities, the Government will not consider exceptions to the Air Force credentials review and clinical privileging process as defined by Air Force Instruction 44-119 and DTF instructions. The Contractor's failure to nominate HCWs, who meet the terms and conditions of this contract, including the requirements of Air Force Instruction 44-119, shall not excuse non-performance of contract requirements. A copy of Air Force Instruction 44-119 may be obtained at <http://www.e-publishing.af.mil/pubfiles/af/44/afi44-119/afi44-119.pdf>.

7.1.5. The Government considers the following to be grounds for termination of the contract: HCWs within the DTF who are not currently privileged; HCWs who fail to maintain their privileges; or, HCWs who have privileges suspended or revoked. The Government will make no payment for services provided by such HCWs.

7.1.6. The Contractor shall promptly replace any HCW who fails to maintain staff appointment or clinical privileges.

7.1.7. HCWs shall provide proof of U.S. Employment Eligibility (Attachment 010). No alien shall be allowed to perform services under this contract in violation of the Immigration Laws of the United States.

7.1.8. HCWs shall provide a written Personal and Professional Information Sheet (PPIS) and a current resume or Curriculum Vitae as part of the credentialing package.

7.1.9. The HCW is responsible for complying with all applicable state licensing regulations. HCWs shall submit all state dental/medical licenses held as part of the credentialing package.

7.1.10. Any contract HCW under suspension due to an investigation at any facility or licensing agency shall not be permitted to provide service under this contract. The Contractor shall notify the COR within 24 hours of occurrence of suspension concerning any of its employees. These individuals may only provide services if the Commanding Officer/Commander has subsequently restored privileges.

7.1.11. The denial, suspension, limitation, or revocation of clinical privileges based upon practitioner impairment or misconduct will be reported to the appropriate licensing authorities of the state in which each license is held.

7.1.12. The Government will appoint a member of Government's Professional Affairs staff to assist the Contractor on all matters relating to credentialing and the application for clinical privileges. The Contractor shall appoint a member of its professional affairs or recruitment staff to coordinate the submission of credentialing information, assuring each file constitutes a complete and valid application for all HCWs.

7.1.13. The Government reserves the right to extend the credentials of a HCW who has been granted delineated clinical privileges on a predecessor contract without a new or additional credentialing action. This extension may only occur (a) within the same command and, (b) when there is no increased clinical competency requirement of the HCW and, (c) when there is no significant change in the scope of clinical practice of the HCW and, (d) when there is no gap in performance between the contracts and, (e) when the HCW has had acceptable performance evaluations.

7.1.14. Notwithstanding any actions taken or forbore by the Government's representative, the responsibility to provide fully qualified HCWs remains solely with the Contractor. Nothing herein shall limit the Commanding Officer/Commander's decision to deny clinical privileges to HCWs or to revoke clinical privileges already granted.

7.1.15. The Contractor shall maintain a complete employment file for each HCW during the life of this contract. This file shall contain, at a minimum, all the documentation submitted to the Government for each employee. This file and the documents therein shall be kept current and will be made available for Government inspection upon request.

7.1.16. The Contractor shall submit a recent National Practitioner Data Bank Self-Query to the Professional Affairs Department as part of each credentialing package. The Professional Affairs Department will define the term

“recent” to the Contractor as that standard is defined within the applicable service instructions/directives and by the JCAHO.

## 7.2. Navy Requirements.

7.2.1. Individual Credentials Files (ICFs). Following award of a Task Order, the Contractor shall submit to the Professional Affairs Department, via the COR, a completed Individual Credentials File (ICF). The ICF, which will be maintained at the DTF, contains specific information regarding qualifying degrees and licenses, past professional experience and performance, education and training, health status, and competency as identified in BUMEDINST 6320.66C and subsequent revisions. Section 4 and Appendices B, F and R detail the ICF requirements. ICFs for HCWs who do not currently have an ICF on file at the facility shall be submitted at least 30 days prior to commencement of services unless otherwise specified in the individual Task Order. For those HCWs who currently have an ICF on file, an updated Personal and Professional Information Sheet (PPIS) for Privileged Providers, with notation that a complete up-to-date ICF is on file, shall be submitted no less than 15 days prior to commencement of services.

7.2.2. Individual Professional Files (IPFs). Following award of a Task Order, the Contractor shall submit to the Professional Affairs Department, via the COR, a completed Individual Professional File (IPF). The IPF, which will be maintained at the DTF, contains specific information regarding qualifying degrees and licenses, past professional experience and performance, education and training, health status, and competency as identified in BUMEDINST 6320.66C and subsequent revisions. Section 4 and Appendix S detail the IPF requirements. For those health care personnel who do not currently have an IPF on file at the facility, IPFs shall be submitted at least 30 days prior to commencement of services unless otherwise specified in the individual Task Order. For those personnel who currently have an IPF on file, an updated Personal and Professional Information Sheet (PPIS) for Nonprivileged Providers, with notation that a complete up-to-date IPF is on file, shall be submitted no less than 15 days prior to commencement of services.

## 7.3. Army Requirements.

7.3.1. Practitioner’s Credentials File (PCF). Following award of a Task Order for Army healthcare services, the Contractor shall submit to the Commander of the Dental Activity via the COR, a completed Practitioner’s Credentials File (PCF). The PCF, which will be maintained at the DTF, contains the specific information with regard to qualifying degrees and licenses, past professional experience and performance, education and training, health status, and competency as identified in Army Regulation 40-68, 4.11 and subsequent revisions. PCF’s for health care practitioners who do not currently have a PCF on file at the facility shall be submitted at least 30 days prior to commencement of services unless otherwise specified in the individual Task Order. For those health care providers who currently have a PCF on file, an updated Personal and Professional Information Sheet (PPIS) for Privileged Providers, with notation that a complete up to date PCF is on file, shall be submitted no less than 15 days prior to commencement of services.

7.3.2. Practitioner’s Activity File (PAF). Following award of a Task Order for Army healthcare services, the Contractor shall submit to the Commander of the Dental Activity, via the COR, a completed Practitioner’s Activity File (PAF). The PAF, which will be maintained at the DTF, contains specific information with regard to qualifying degrees and licenses, past professional experience and performance, education and training, health status, and competency as identified in Army Regulation 40-68, 4.12 and subsequent revisions. For those health care personnel who do not currently have a PAF on file at the facility, PAF’s shall be submitted at least 30 days prior to commencement of services unless otherwise specified in the individual Task Order. For those personnel who currently have a PAF on file, an updated Personal and Professional Information Sheet (PPIS) for Nonprivileged Providers, with notation that a complete up to date PAF is on file, shall be submitted no less than 15 days prior to commencement of services.

## 7.4. Air Force Requirements.

7.4.1. Practitioner’s Credentials File (PCF). Following award of a Task Order for Air Force healthcare services, the Contractor shall submit to the Commander of the Dental Activity via the COR, a completed Practitioner’s

Credentials File (PCF). The PCF, which will be maintained at the DTF, contains the specific information with regard to qualifying degrees and licenses, past professional experience and performance, education and training, health status, and competency as identified in Air Force Instruction 44-119, 4D and subsequent revisions. PCF's for health care practitioners who do not currently have a PCF on file at the facility shall be submitted at least 30 days prior to commencement of services unless otherwise specified in the individual Task Order. For those health care providers who currently have a PCF on file, an updated Personal and Professional Information Sheet (PPIS) for Privileged Providers, with notation that a complete up to date PCF is on file, shall be submitted no less than 15 days prior to commencement of services.

7.4.2. Practitioner's Activity File (PAF). Following award of a Task Order for Air Force healthcare services, the Contractor shall submit to the Commander of the Dental Activity, via the COR, a completed Practitioner's Activity File (PAF). The PAF, which will be maintained at the DTF, contains specific information with regard to qualifying degrees and licenses, past professional experience and performance, education and training, health status, and competency as identified in Air Force Instruction 44-119 4E and subsequent revisions. For those health care personnel who do not currently have a PAF on file at the facility, PAF's shall be submitted at least 30 days prior to commencement of services unless otherwise specified in the individual Task Order. For those personnel who currently have a PAF on file, an updated Personal and Professional Information Sheet (PPIS) for Nonprivileged Providers, with notation that a complete up to date PAF is on file, shall be submitted no less than 15 days prior to commencement of services.

#### 7.5. Qualifications Packages.

##### 7.5.1. Navy Requirements.

7.5.1.1. The Contractor shall submit a qualifications package to the COR for each HCW who is not required to submit either an Individual Credentials File (ICF) or an Individual Professional File (IPF). Prior to providing services under a Task Order, the COR will verify that each HCW possesses the qualifications of the Task Order.

7.5.1.2. The Contractor shall submit all documentation necessary to demonstrate compliance with both the qualification requirements herein (Attachments 001 through 005 for the minimum quantities) and for any subsequent Task Order. The Contractor shall submit all documentation to the COR per the terms of the Task Order. The COR will retain the Qualifications Package.

##### 7.5.2. Army Requirements.

7.5.2.1. The Contractor shall submit a qualifications package to the COR for each HCW who is not required to submit either a Practitioner's Credential File (PCF) or a Practitioner's Activity File (PAF). Prior to providing services under a Task Order, the COR will verify that each HCW possesses the qualifications of the Task Order.

7.5.2.2. The Contractor shall submit all documentation necessary to demonstrate compliance with both the qualification requirements herein (Attachments 001 through 005 for the minimum quantities) and for any subsequent Task Order. The Contractor shall submit all documentation to the COR per the terms of the Task Order. The COR will retain the Qualification Package.

##### 7.5.3. Air Force Requirements.

7.5.3.1. The Contractor shall submit a qualifications package to the COR for each HCW covered by the Air Force credentials review and clinical privileging process as defined by Air Force Instruction 44-119 and DTF instructions. Prior to providing services under a Task Order, the COR will verify that each HCW possesses the qualifications of the Task Order.

7.5.3.2. The Contractor shall submit all documentation necessary to demonstrate compliance with both the qualification requirements herein (Attachments 001 through 005 for the minimum quantities) and for any subsequent Task Order. The Contractor shall submit all documentation to the COR per the terms of the Task Order. The COR will retain the Qualification Package.

## 7.6. Interviews.

7.6.1. The Government reserves the right to conduct interviews for HCWs proposed. If interviews will be required, specific information will be contained in the TOPR. This requirement is not applicable to the Government's Minimum Requirements contained in CLINs 0001 through 0004.

8. GENERAL ADMINISTRATIVE/TRAINING DUTIES AND RESPONSIBILITIES. The HCW shall perform a full range of services on site using Government furnished facilities, equipment and supplies. Actual clinical activity will be a function of the overall demand for these services. All HCWs shall:

8.1. Participate in meetings to review and evaluate the care provided to patients, identify opportunities to improve the care delivered, and recommend corrective action when problems exist. Should a meeting occur outside of scheduled working hours, the HCW shall read and initial the minutes of the meeting.

8.2. Participate in and/or provide training to students and/or members of the clinical and administrative staff on subjects germane to their specialties.

8.3. Demonstrate an awareness and sensitivity to patient/family/significant others' rights and needs.

8.4. Demonstrate an awareness of the legal environment inherent in patient care and strive to provide the requisite quality of care to reduce the legal risk in each situation.

8.5. Demonstrate appropriate delegation of tasks and duties in the direction and coordination of health care team members, patient care, and Clinic activities and provide training and/or direction as applicable to supporting Government employees assigned to the HCW during performance of duties.

8.6. Maintain an awareness of responsibility and accountability for their own professional practice.

8.7. Participate in continuing education to meet their individual professional growth.

8.8. Attend annual renewal of the following training requirements provided by the Government: family advocacy, disaster training, infection control, sexual harassment, bloodborne pathogens and fire/safety.

8.9. Participate in the implementation of the DTF's Family Advocacy Program as directed. Participation shall include, but not be limited to, appropriate standards for examination, documentation, treatment and reporting.

8.10. Attend Composite Health Care System (CHCS) and Corporate Information System (CIS) training provided by the Government for a minimum of four (4) hours, up to a maximum of 24 hours.

8.11. Adhere to infection control guidelines and practice universal precautions.

8.12. Contribute to the safe and effective operation of equipment used in patient care within a safe working environment. This shall include safe practices of emergency procedures, proper handling of hazardous materials and maintaining physical security.

8.13. Undergo orientation appropriate to the position. Orientation may be waived for personnel who have previously provided service at the DTF. Orientations include initial training requirements (e.g. fire, safety, infection control, and family advocacy) and information systems orientation (including the Composite Health Care System (CHCS) and the Ambulatory Data System (ADS)). The Government reserves the right to adjust orientation schedules to meet mission and workload requirements. In addition, HCWs identified as CHCS Super-users shall undergo additional training. Requirements for these CHCS Super-users will be specified in individual TOPRs.

8.14. HCWs shall gain and maintain certification in BLS or equivalent as stated in Section H.6.1.4. The Government will provide re-certification to Contractor employees on an equal status as other Government

employees if that training is available. However, in all cases, the ultimate responsibility for initial and re-certification remains with the Contractor.

#### 9. GENERAL PROVISIONS APPLICABLE TO ALL HCWs.

9.1. HCWs shall comply with Executive Order 12731, October 17, 1990, (55 Fed. Reg. 42547), Principles of Ethical Conduct for Government Officers and Employees. HCWs shall also comply with Department of Defense (DoD) other Government regulations implementing this Executive Order.

9.2. HCWs shall become acquainted with and obey all station regulations, shall perform in a manner to preclude the waste of utilities, and shall not use Government telephones for personal business. All motor vehicles operated on these installations by HCWs shall be registered with the base security service according to applicable directives. Eating by HCWs is prohibited in patient care areas/Clinics and is restricted to designated areas. Smoking is prohibited in all Clinic facilities.

9.3. HCWs are NOT prohibited, by reason of employment under this contract, from conducting a private practice or other employment so long as there is no conflict with the performance of duties under this contract. However, such private practice or other such employment shall not be conducted during those hours that the HCW is required to provide services under this contract. HCWs shall make no use of Government facilities or property in connection with such other employment.

9.4. HCWs shall be neat, clean, well groomed, and in appropriate clothing when in patient care and public areas. All clothing shall be free of visible dirt and stains, and shall fit correctly. Fingernails shall be clean and free from dirt and hair shall be neatly trimmed and combed. HCW shall comply with Navy Standards for body piercing and wearing of jewelry. HCWs shall display an identification badge, which includes the HCW's full name and professional status (furnished by the Government) on the right breast of the outer clothing. Security badges provided by the Government shall be worn when on duty.

9.5. Military Service Secretaries have determined that the illegal possession or use of drugs and paraphernalia in a military setting contributes directly to military drug abuse and undermines Command efforts to eliminate drug abuse among military personnel. The policy of the Department of Defense is to deter and detect drug offenses on military installations. Measures to be taken to identify drug offenses on military installations, and to prevent introduction of illegal drugs and paraphernalia, include routine random inspection of vehicles while entering or leaving, with drug detection dogs when available, and random inspection of personal possessions on entry or exit. If there is probable cause to believe that a HCW has been engaged in use, possession, or trafficking of drugs, the HCW may be detained for a limited period of time until he/she can be removed from the installation or turned over to local law enforcement personnel having jurisdiction. When illegal drugs are discovered in the course of an inspection or search of a vehicle operated by a HCW, the HCW and vehicle may be detained for a reasonable period of time necessary to surrender the individual and vehicle to appropriate civil law enforcement personnel. Action may be taken to suspend, revoke, or deny clinical privileges as well as installation driving privileges. Implicit with the acceptance of this contract is the agreement by the HCW to comply with all Federal and State laws as well as regulations issued by the Commander of the military installation concerning illegal drugs and paraphernalia.

9.6. All financial, statistical, personnel, and technical data which are furnished, produced or otherwise available to the Contractor during the performance of this contract are considered confidential business information and shall not be used for purposes other than performance of work under this contract. Such data shall not be released by the Contractor without prior written consent of the COR. Any presentation of any statistical or analytical materials, or any reports based on information obtained from studies covered by this contract, will be subject to review and approval by the COR before publication or dissemination.

9.7. Services provided under this contract shall be performed in accordance with all State, County, Department of Defense, Navy, Army and Air Force (as applicable), dental treatment facility guidelines and reporting requirements. Services provided under this contract shall be performed in accordance with DoD, military services, and DTF instructions, policies and procedures, and all applicable State and local laws.

9.8. Comply with the standards of the Joint Commission, applicable provisions of law and the rules and regulations of any and all governmental authorities pertaining to:

9.8.1. Licensure and/or regulation of healthcare personnel in treatment facilities, and

9.8.2. The regulations and standards of professional practice of the treatment facility, and

9.8.3. The bylaws of the treatment facility's professional staff.

END OF SECTION C

#### SECTION D - PACKAGING AND MARKING

[FOR THE PURPOSES OF THIS CONTRACT, THERE ARE NO CLAUSES IN SECTION D]



## SECTION E Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	N/A

## CLAUSES INCORPORATED BY REFERENCE:

52.246-4	Inspection Of Services--Fixed Price	AUG 1996
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## CLAUSES INCORPORATED BY FULL TEXT

## INSPECTION AND ACCEPTANCE

(a) The Contracting Officer's duly authorized representative, the Contracting Officer's Representative(s), will perform inspection and acceptance of services to be provided.

(b) For the purposes of this clause, the name of the Contracting Officer's Representative(s) will be provided/assigned in each individual Task Order issued.

(c) Inspection and acceptance will be performed at the locations listed in the position specific Statements of Work provided as attachments to this solicitation, or in subsequent task orders.

All minimum and maximum CLINs/SLINs will be inspected and accepted at the government locations as set forth in Section B by the Government.

## 252.246-7000 MATERIAL INSPECTION AND RECEIVING REPORT (DEC 1991)

At the time of each delivery of supplies or services under this contract, the Contractor shall prepare and furnish to the Government a Material Inspection and Receiving Report in the manner and to the extent required by Appendix F, Material Inspection and Receiving Report, of the Defense FAR Supplement.

(End of clause)

## SECTION F Deliveries or Performance

## DELIVERY INFORMATION

CLINS	DELIVERY DATE	UNIT OF ISSUE	QUANTITY	FOB	SHIP TO ADDRESS
0001					

## CLAUSES INCORPORATED BY REFERENCE:

52.242-15	Stop-Work Order	AUG 1989
52.242-17	Government Delay Of Work	APR 1984

## 1. PERIOD OF PERFORMANCE

Performance under the initial Task Orders (CLINs 0001 through 0004) shall be 1 July 2003 through 30 September 2003. The period of performance for subsequent orders will be specified in each Task Order.

## 2. PLACE OF PERFORMANCE

The specific locations of services to be furnished will be identified in each Task Order. For the initial Task Orders, the place of performance will be as follows:

0001AA (Dental Hygienist) Branch Dental Clinic, Naval Aviation Technical Training Center, Pensacola, FL;  
 0001AB (Dental Hygienist) Branch Dental Clinic, Naval Technical Training Center, Corry Station, Pensacola, FL;  
 0001AC (Dental Hygienist) Branch Dental Clinic, Panama City, FL;  
 0001AD (Dental Hygienist) Branch Dental Clinic, New Orleans, LA;  
 0001AE (Dental Hygienist) Branch Dental Clinic, Naval Construction Battalion Center, Gulfport, MS;  
 0001AF (Dental Hygienist) Branch Dental Clinic, Meridian, MS;  
 0001AG (Dental Hygienist) Branch Dental Clinic, Pascagoula, MS;  
 0001AH (Dental Hygienist) Branch Dental Clinic, Naval Air Station, Corpus Christi, TX;  
 0001AJ (Dental Hygienist) Branch Dental Clinic, Naval Air Station, Kingsville, TX;  
 0001AK (Dental Hygienist) Branch Dental Clinic, Naval Air Station, Fort Worth, TX;  
 0001AL (Dental Hygienist) Branch Dental Clinic, Ingleside, TX;  
 0002AA (Dental Assistant) Branch Dental Clinic, Naval Air Station, Pensacola, FL;  
 0002AB (Dental Assistant) Branch Dental Clinic, Naval Aviation Technical Training Center, Pensacola, FL;  
 0002AC (Dental Assistant) Branch Dental Clinic, Naval Technical Training Center Corry Station, Pensacola, FL;  
 0002AD (Dental Assistant) Branch Dental Clinic, Naval Air Station, Whiting Field, FL;  
 0002AE (Dental Assistant) Branch Dental Clinic, New Orleans, LA;  
 0002AF (Dental Assistant) Branch Dental Clinic, Naval Construction Battalion Center, Gulfport, MS;  
 0002AG (Dental Assistant) Branch Dental Clinic, Meridian, MS;  
 0002AH (Dental Assistant) Branch Dental Clinic, Pascagoula, MS;  
 0002AJ (Dental Assistant) Branch Dental Clinic, Naval Support Activity, Millington, TN;  
 0002AK (Dental Assistant) Branch Dental Clinic, Naval Air Station, Corpus Christi, TX;  
 0002AL (Dental Assistant) Branch Dental Clinic, Naval Air Station, Kingsville, TX;  
 0002AM (Dental Assistant) Branch Dental Clinic, Naval Air Station, Fort Worth, TX;  
 0002AN (Dental Assistant) Keesler Air Force Base Biloxi, MS;  
 0003AA (Dental Hygienist) Naval Dental Center Southeast, Jacksonville FL area Branch Dental Clinics including Branch Dental Clinic, Naval Air Station, Jacksonville, FL; and Branch Dental Clinic, Naval Station, Mayport, FL; and Branch Dental Clinic, Naval Submarine Base, Kings Bay, GA;

0003AB (Dental Hygienist) Branch Dental Clinic, Naval Air Station, Key West, FL;  
0003AC (Dental Hygienist) Branch Dental Clinic Atlanta, Naval Air Station, Marietta, GA;  
0003AD (Dental Hygienist) Branch Dental Clinic Charleston, Goose Creek, SC;  
0004AA (Dental Assistant) Naval Dental Center Southeast, Jacksonville FL area Branch Dental Clinics including  
Branch Dental Clinic, Naval Air Station, Jacksonville, FL; and Branch Dental Clinic, Naval Station, Mayport, FL;  
and Branch Dental Clinic, Naval Submarine Base, Kings Bay, GA;  
0004AB (Dental Assistant) Branch Dental Clinic Naval Air Station, Key West, FL;  
0004AC (Dental Assistant) Branch Dental Clinic MCLB, Albany, GA.

END OF SECTION F

## SECTION G Contract Administration Data

## CLAUSES INCORPORATED BY REFERENCE:

252.242-7000 Postaward Conference

DEC 1991

## CONTRACTING OFFICER'S REPRESENTATIVE

The Contracting Officer's Representative(s) (CORs) will be assigned at the time of award for each location. If a different COR is appointed, it will be specified in the task order. They shall perform the duties in accordance with the clause in Section E paragraph 2 of this solicitation and DFARS 252.201-7000, CONTRACTING OFFICER'S REPRESENTATIVE. The Contracting Officer's Representative(s) is/are hereby designated the technical representative(s) of the Contracting Officer for the purpose of conducting all technical liaison with the contractor. Such technical representative is not authorized to direct or consent to any deviation from the specifications, scope of work and/or terms and conditions of this contract. Accordingly, no deviations thereto may be made without the prior written approval of the Contracting Officer.

## CONTRACTS POINT OF CONTACT

(a) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and, notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without the authority to do so and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The name of the Procurement Contracting Officer is Donna R. Blackstone.

(b) The name and address of the Contract Specialist who is the point of contact prior to and after award is:

Naval Medical Logistics Command  
Acquisition Management Directorate  
ATTN: Code 022 (Mrs. Donna Blackstone)  
1681 Nelson Street  
Fort Detrick, MD 21702-9203  
(301) 619-2062 [No collect calls]

## INVOICING INSTRUCTIONS AND PAYMENT FOR SERVICES

(a) The Contractor shall submit invoices in quadruplicate with a copy of the applicable Material Inspection and Receiving Report, DD Form 250, signed by the cognizant Government representative, stating thereon the name and title of the Government representative to whom delivery was made and the date of such delivery or period of performance.

(b) Invoices shall be submitted every two weeks to:

To be specified in Individual Task Orders

ORIGINAL AND THREE COPIES

(c) The Government shall process invoices every two weeks for payment.

CONTRACT ADMINISTRATION PLAN. The contract will be administered in accordance with Attachment 017.

END OF SECTION G



## SECTION H Special Contract Requirements

1. TASK ORDER PROCEDURES. The Government intends to award at least 3 multiple indefinite delivery, indefinite quantity (ID/IQ) contracts resulting from the issuance of this solicitation. Services will be procured via the award of Task Orders issued against the basic contract. There are two procedures to be followed for the submission of offers for award of initial and subsequent Task Orders.

1.1. INITIAL TASK ORDERS. The Government intends to award initial Task Orders to each offeror selected for contract award. Priced Business proposals for initial Task Orders must be submitted with each offeror's contract proposal and must be responsive to the Government requirements detailed herein. Initial Task Orders will order the contract minimum quantity of services (CLINs 0001 through 0004) required from each contract awardee. The type of services to be procured, as well as position-specific statements of work for the initial Task Orders are provided as Attachments 001 through 005. Business Proposals for initial Task Orders must be submitted with the offeror's response to this solicitation.

1.1.1. PROVISION OF PERSONNEL TO SATISFY THE GOVERNMENT'S MINIMUM REQUIREMENTS. Awardees of initial Task Orders for the Government's minimum requirements (CLINs 0001 through 0004) will be required to propose specific personnel within 30 days following contract award (or as specified in the Task Order) to satisfy the minimum quantity of healthcare workers (HCWs). Awardees shall submit the contractually required evidence that each of the proposed HCWs meet the requirements specified in Section C, Section H, and Attachments 001 through 005. Failure to meet the 30-day requirement (or as specified in the Task Order) may result in termination of the Task Order. Additionally, failure to submit complete packages within 30 days following contract award (or as specified in the Task Order) may be considered as negative past performance information that may jeopardize the award of future Task Orders, and/or may result in termination of the contract.

1.2. SUBSEQUENT TASK ORDERS. The Government intends to order additional services, up to the stated contract maximum quantities in CLINs 0009 through 0019 throughout the term of this contract. Special procedures and regulations apply to the award of subsequently awarded Task Orders. These procedures are provided below.

1.2.1. FAIR OPPORTUNITY FOR CONSIDERATION. One or more Task Orders may be issued during the performance period of this contract. The Government will provide all Contractors a, "fair opportunity for consideration". "Fair opportunity" is not the same evaluation process used to make the initial award of the IDIQ contracts. In accordance with FAR 16.505(b), the Contracting Officer will give each Contractor a "fair opportunity" to be considered for each order in excess of \$2,500 unless one of the exceptions below applies.

1.2.1.1. EXCEPTIONS TO FAIR OPPORTUNITY FOR CONSIDERATION. Contractors will not be given a fair opportunity to be considered for Task Orders which are expected to exceed \$2,500 when the Contracting Officer determines one of the following conditions apply:

1.2.1.1.1. The agency need for services is of such urgency that providing such an opportunity would result in unacceptable delays and/or,

1.2.1.1.2. Only one awardee is capable of providing the services required at the level of quality required because the services ordered are unique or highly specialized and/or,

1.2.1.1.3. The order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to a Task Order already issued under this contract, provided that all awardees were given fair opportunity to be considered for the original order. For the purposes of this contract, the Contracting Officer may negotiate a sole source logical follow-on Task Order with the current Contractor providing previously competed services. In the event an increase in the amount of previously competed services is required by the Government, the contracting officer may negotiate a sole source logical follow-on Task Order with the current Contractor provided the required additional services do not represent more than one full time equivalent position or 20% of the total competed labor hours for the affected labor category (categories), whichever is greater. A sole source logical follow-on must be for

the same type of service previously competed at the same location(s). When deciding whether to negotiate a sole source logical follow-on Task Order with the current Contractor, consideration will be given to the Contractor's past performance, continuity of HCW services, and price and/or,

1.2.1.1.4. It is necessary to place an order to satisfy a minimum quantity.

1.2.2. TASK ORDER PROPOSAL REQUESTS (TOPRs). Contractors will generally be given 30 days to prepare responses that shall always include pricing and, if specified, a technical proposal. The due date for responses to TOPRs will be set forth in each TOPR. If an awardee is unable to submit a proposal in response to a TOPR, they shall provide the Contracting Officer with a brief written statement as to why. This statement is due on the closing date for proposals under that TOPR. PLEASE NOTE: Failure to submit a response to a TOPR may be considered negative past performance information and may jeopardize the award of future Task Orders to that Contractor. The process for requesting responses to TOPRs, evaluating each Contractor's proposal, selecting an awardee for each Task Order, issuing the Task Order, and the commencement of services under each Task Order is described below.

1.2.2.1. PROPOSAL SUBMISSION IN RESPONSE TO TOPRs. All Contractors shall submit a price proposal that shall include a completed Supplemental Pricing Worksheet for each position. The price proposal shall be forwarded to the Contracting Officer, Naval Medical Logistics Command ONLY. Certified cost or pricing data is not required for individual TOPRs.

1.2.2.2. PAST PERFORMANCE REVIEWS. All TOPRs require a review of past performance. If specified in individual TOPRs, the Government reserves the right to perform a comprehensive review of the Contractor's record of past performance in a format specified within that TOPR under any other contracts with similar scope, magnitude and complexity. The Government will never restrict its past performance evaluation to information submitted by each Contractor but will always consider any other information in its possession from this contract or any other contracts; scope, magnitude and complexity considered. This past performance evaluation will include a review of performance problems, management problems, timeliness of services, realism and reasonableness of prices, HCW turnover (substitutions), shift fill rates, and the overall quality of HCWs provided. Additionally the Government will evaluate the Contractor's performance with respect to completeness and timeliness of credentials packages and their success fulfilling the requirements of the Task Order.

1.2.2.3. TECHNICAL QUALIFICATIONS OF HCWs. The TOPR may also require Contractors to submit information regarding the technical qualifications of the HCW(s) proposed under the TOPR. Specific technical requirements will be provided in each TOPR. Technical qualification submissions shall be forwarded as specified in the TOPR.

1.2.2.4. TOPR DESCRIPTION. The Contracting Officer will issue a written TOPR and forward it to all Contractors unless one of the exceptions to the Fair Opportunity for Consideration listed above applies. The TOPR will include, as a minimum, the following information:

- a. The due date for proposal submission, and
- b. A description of the services, and
- c. Ranking factors, and
- d. The place of performance, and
- e. The period of performance, and
- f. The number of personnel required, and
- g. Any additional instructions for proposal submission not contained in this section, and
- h. Any other information deemed appropriate by the Contracting Officer, such as the minimum qualifications for the HCW(s).

1.2.2.5. PLACING ORDERS. The Contracting Officer is not required to prepare formal evaluation plans, score offers, post notice in the Federal Business Opportunities (FEDBIZOPS) or hold discussions or negotiations with each Contractor. The Contracting Officer does not have to comply with the competition rules in Part 6 of the Federal Acquisition Regulation and does not have to conduct discussions before issuing a Task Order. However,

there will always be an internal record based on the particular requirements of each Task Order detailing why a particular Contractor provided the best value to the Government.

1.2.2.5.1. **PROTESTS OF TASK ORDER AWARDS.** Issues arising from the placement of orders are not protestable to the General Accounting Office unless the protestor alleges that the order exceeded the value, scope, or period of the contract.

1.2.2.5.2. **CONTRACTING OFFICER'S BROAD DISCRETION.** Task Orders may be awarded to other than the lowest priced Contractor and, the Contracting Officer has broad discretion in determining which Contractor should receive a Task Order. Proposed price, timeliness, and past performance will always be considered and, if specified in the TOPR, the technical qualifications of the HCW. These four factors are equally important unless otherwise specified in the TOPR. Additional information regarding these factors includes:

1.2.2.5.2.1. **THE PROPOSED PRICE OF THE TASK ORDER.** The factors to be considered in evaluating proposed prices are defined in Section L. They are:

- a. **Completeness:** All price information required by the TOPR has been submitted and tracks from Section B of the contract, and
- b. **Reasonableness:** The degree to which the proposed prices compare to the price that a reasonable, prudent person would expect to incur for the same or a similar service, and
- c. **Realism:** The Contractor's CLIN/SLIN prices and supplemental pricing information will be examined to identify unusually low price estimates, understatements of costs, inconsistent pricing patterns, potential misunderstandings of the contract requirements, and the risk of personnel recruitment and retention problems during contract performance.

1.2.2.5.2.2. **THE TIMELINESS OF A CONTRACTOR'S SUBMISSION IN RESPONSE TO THE TOPR.** A Contractor's response to a TOPR may not be considered for award if it is submitted later than the date and time specified in the TOPR,

1.2.2.5.2.3. **PAST PERFORMANCE.** The Government will always review the Contractor's past performance under this contract. In addition, if specified in individual TOPRs, the Government reserves the right to perform a comprehensive review of the Contractor's record of past performance in a format specified within that TOPR under any other contracts with similar scope, magnitude and complexity. The Government will never restrict its past performance evaluation to information submitted by each Contractor but will always consider any other information in its possession from this contract or any other contracts; scope, magnitude and complexity considered. This past performance evaluation will include a review of performance problems, management problems, timeliness of services, realism and reasonableness of prices, HCW turnover (substitutions), shift fill rates, and the overall quality of HCWs provided. Additionally the Government will evaluate the Contractor's performance with respect to completeness and timeliness of credentials packages and their success fulfilling the requirements of the Task Order.

1.2.2.5.2.4. **THE TECHNICAL QUALIFICATIONS OF THE HCW(S) PROPOSED.** If specified in the TOPR, the Contractor shall submit technical qualifications for the HCW(s) proposed under the Task Order. Unless otherwise specified in the TOPR, the general quality ranking factors of HCWs are:

- a. Quality and quantity of education/training and experience as it relates to the duties in the Task Order, and
- b. Letter(s) of recommendation that address such items as clinical skills, professionalism or specific areas of expertise, and
- c. Additional certifications and licensures, as specified in the TOPR, and as related to the service being performed, and
- d. Continuing education as it relates to the maintenance of the professional skill, knowledge and ability required by the TOPR, and



e. Position specific enhancing factors including, but not limited to, previous experience in military medical/dental facilities or advanced degrees.

#### 1.2.2.6. TASK ORDER AWARD.

1.2.2.6.1. ISSUING TASK ORDERS. Upon completion of the evaluation of each Contractor's price and technical (if required) proposals, the Contracting Officer will issue a Task Order to the Contractor whose proposal is most advantageous to the Government considering the evaluation factors specified in either within this section or within the TOPR.

1.2.2.6.2. CANCELING PROPOSED TASK ORDERS. In the event issues pertaining to a proposed Task Order cannot be resolved to the satisfaction of the Contracting Officer, the Contracting Officer reserves the right to cancel the proposed Task Order. In such event, each Contractor will be notified, in writing, of the Contracting Officer's decision. This decision shall be final and conclusive and shall not be subject to either the "Disputes" clause or the "Contract Disputes Act".

1.2.2.7. COMMENCEMENT OF PERFORMANCE UNDER A TASK ORDER. Upon award, a Task Order will be transmitted to the awardee on a DD Form 1155.

1.2.2.7.1. 30-DAY PERFORMANCE REQUIREMENT. Approved HCWs must begin performance not later than 30 days after the Contracting Officer's execution of the Task Order unless either otherwise stated in the Task Order or upon the mutual agreement of the Contractor and the Government.

1.2.2.7.2. FAILURE TO BEGIN PERFORMANCE WITH APPROVED HCWs. If a previously approved HCW cannot begin performance on the Task Order, the Contractor shall notify the Contracting Officer immediately. The Contractor may or may not be given the opportunity to propose a new HCW and, failure to begin performance with the approved HCW may result in termination of the Task Order and re-consideration of the other proposals received in response to the TOPR. The Government reserves the right to terminate the contract and/or Task Order for default if the awardee fails to begin performance as required by the Task Order.

2. OMBUDSMAN. The Ombudsman will (a) review complaints from Contractors regarding Task Order awards and (b) ensure that all Contractors are afforded a fair opportunity to be considered, consistent with the procedures in the contract. The Ombudsman for this contract is the Navy Competition Advocate General. Contractors are encouraged to settle their complaints through the Competition Advocate chain of command, seeking review by the Command Competition Advocate at the Naval Medical Logistics Command before taking their complaints to the Navy Competition Advocate General. The Naval Medical Logistics Command's Competition Advocate can be reached at (301) 619-2158 or at the following address:

Naval Medical Logistics Command  
ATTN: Executive Officer  
1681 Nelson Street  
Fort Detrick, MD 21702-9203  
Fax Number: (301) 619-7430

3. PRIOR WRITTEN PERMISSION REQUIRED FOR SUBCONTRACTS. None of the services required by this contract shall be subcontracted to or performed by persons other than the Contractor or the Contractor's employees without the prior written consent of the Contracting Officer.

4. RESTRICTION ON THE USE OF GOVERNMENT-AFFILIATED PERSONNEL. Without the written approval of the Contracting Officer, the Contractor shall not use, in the performance of this contract, any U.S. Government employees or persons currently providing services on other Department of Defense contracts.

5. SUBSTITUTION OF PERSONNEL. All substitutions and substitution requests shall be processed in accordance with this section.

5.1. **USE OF TECHNICALLY ACCEPTABLE PERSONNEL.** The Contractor agrees to provide service under each Task Order using only HCW(s) whose qualifications, education and experience have been deemed technically acceptable by the Government.

5.2. **SUBSTITUTIONS.**

5.2.1. The Contractor, without the express consent of the Contracting Officer, shall make no personnel substitutions. Substitutions made without the express consent of the Contracting Officer may be considered negative past performance information and may jeopardize the award of future Task Orders.

5.2.2. No personnel substitutions shall be permitted during the period beginning with Task Order award and continuing through the first 30 days of Task Order performance, unless a HCW's unexpected illness, injury, death or termination of employment necessitates them. Should one of these events occur, the Contractor shall promptly notify the Contracting Officer and provide the documentation required in the paragraph immediately below.

5.2.3. The Contractor shall submit all substitution requests in writing, providing a detailed explanation of the circumstances necessitating the proposed personnel replacement. The Contractor shall also demonstrate that the substitute HCW possesses the qualifications, education and experience that meet the minimum requirements in this contract and in the position specific Statement of Work contained in the Task Order and any other information required by the Contracting Officer. The Contracting Officer will evaluate all substitution requests and promptly notify the Contractor of the approval or disapproval thereof.

5.3. **GOVERNMENT'S RIGHT TO TERMINATE OR RE-COMPETE.** The Government retains the right to terminate and re-compete a new TOPR if any of the following apply:

5.3.1. The substitution is made without the express consent of the Contracting Officer, or

5.3.2. The substitution has the potential to degrade the quality and/or quantity of healthcare required from the Contractor, or

5.3.3. The substitution has degraded the quality and/or quantity of healthcare required from the Contractor.

6. **PERSONNEL QUALIFICATIONS.** The Contractor is required to provide personnel having certain minimum qualifications, education and experience. Unique (i.e. position specific) requirements are provided within the position specific Statements of Work. Additionally, the following general requirements apply to all individuals providing services under this contract:

6.1. **GENERAL REQUIREMENTS FOR ALL HCWs.**

6.1.1. **PROOF OF U.S. EMPLOYMENT ELIGIBILITY (Attachment 010).** No alien shall provide services under this contract in violation of the Immigration Laws of the United States.

6.1.2. **REPRESENT AN ACCEPTABLE MALPRACTICE RISK TO THE DEPARTMENT OF DEFENSE.** Health and dental care providers and practitioners shall submit a signed, detailed statement of prior or pending malpractice claims and an explanation of disposition of each claim.

6.1.3. **LANGUAGE SKILLS.** HCWs shall read, write, speak, and understand the English language with sufficient fluency to maintain effective communication skills with patients, staff and other members of the healthcare industry.

6.1.4. Maintain certification in American Heart Association Basic Life Support (BLS) for Healthcare Providers; American Heart Association Healthcare Provider Course; American Red Cross CPR (Cardio Pulmonary Resuscitation) for the Professional Rescuer; or, equivalent. In the event an otherwise qualified HCW does not possess this certification and the DTF elects to provide it, the Government reserves the right to deduct 4 hours of

compensated service. This deduction shall apply to initial certification only; consideration will be based upon the specific HCW's CLIN/SLIN. The Government may provide re-certification.

6.1.5. **COMPUTER SKILLS COMPETENCY.** The Contractor shall submit proof of Computer Skills Competency prior to each healthcare worker providing services under each Task Order. The Contractor shall use the Computer Skills Competency Form shown in Attachment 011.

6.1.6. **SEMI-ANNUAL EVALUATIONS.** Each HCW will be evaluated at least semi-annually on their performance and their adherence to the requirements of this contract. Additional (i.e. special) evaluations may be performed to correct clinical or other performance deficiencies identified by the Government. The totality of semi-annual performance evaluations, any special evaluations, memoranda of counseling sessions, and any other documentation generated by the Government will constitute the Government's complete evaluation of an HCW.

## 6.2. REGULATORY COMPLIANCE REQUIREMENTS.

6.2.1. **PHYSICAL EXAMINATION.** The HCW shall obtain, at Contractor expense, a statement from the HCW's physician or a report of a physical examination within 60 days prior to the date of the Task Order. This statement or report shall indicate whether or not the HCW is free from mental or physical impairments that would restrict them from providing the services described herein. HCW's hired after Task Order start shall provide a physical examination statement or report obtained within 60 days prior to performance of services. Expenses for all required tests and/or procedures shall be borne by the Contractor at no expense to the Government. Statements from the HCW's physician shall contain the following information:

"Having performed a physical examination on the person named below on (insert date), the following findings are true and accurate:

1. (Name of HCW) is suffering from no physical disability that restricts them from providing services as a (HCW's specialty).

2. (Name of HCW) is not suffering from sexually transmitted or other contagious diseases, which restricts them from providing services as a (HCW's specialty).

3. (Name of HCW) has (circle the applicable number):

3a. Received at least three doses of recombinant hepatitis B vaccine currently licensed in the United States, or

3b. Received an initial dose of the hepatitis B vaccine. The vaccine series shall be completed within 6 months of the employee start date, or

3c. Provided documentation of the HCW's waiver which declines the hepatitis B vaccine as set forth in OSHA guidelines (declination on the basis of religious convictions or medical contraindications only), or

3d. Provided evidence of immunologically effective anti-HB levels in lieu of proof of recombinant hepatitis B vaccines. Assays must be performed in a Laboratory accredited by the American Society of clinical Pathologists (ASCP) and/or the College of American Pathologists (CAP).

4. (Name of HCW) shows immunity to Measles, Mumps and Rubella (MMR); varicella immune status; and a current PPD reading or evaluation as specified herein."

\_\_\_\_\_  
(signed)  
Examining Physician

Examining Physician Information:

Name:

Address:

Telephone:

6.2.2. PERSONAL HEALTH REQUIREMENTS. Prior to performance under this contract, HCWs who have patient contact:

6.2.2.1. Must show immunity to Measles, Mumps and Rubella (MMR) through Serological testing which shows sero-positivity to MMR or proof of vaccination. Persons born prior to 1957 must have received one dose of MMR vaccine; persons born in 1957 or later must have received two doses of MMR vaccine, and

6.2.2.2. Shall provide evidence of varicella immune status or a statement of history of chicken pox, and

6.2.2.3. Must provide a current Purified Protein Derivative (PPD) reading or an evaluation if they are a known PPD sero-convertor. The Contractor is responsible for any expenses incurred for required testing and the PPD reading shall be performed annually.

6.2.3. IMMUNIZATION REQUIREMENTS. HCWs shall be immunized annually with influenza vaccine in accordance with the applicable MTF/DTF instruction currently in effect. Although the Government will provide this influenza vaccine, it may be obtained at another facility with the HCW bearing the total cost. If not immunized by the Government, the HCW shall show proof of vaccination. If the HCW chooses to be immunized by the Government, they shall sign a waiver in accordance with MTF rules and regulations. If the HCW declines the immunization, they must provide a waiver stating the reason for the declination. Declinations based on either the HCW's religious convictions or medical contraindications (as documented by a qualified healthcare provider) only shall be permitted.

6.2.4. PERSONAL HEALTH EXAMINATIONS. HCWs shall agree to undergo other personal health examinations and other such medical and dental examinations at any time during the term of this contract, as the Commanding Officer/Commander deems necessary for preventive medicine, quality assurance, or privileging purposes. The Government will provide these examinations. If the Contractor chooses, a private physician or dentist may provide these examinations at no expense to the Government. If a private physician or dentist provides these examinations, reports and findings shall be provided to the Commanding Officer/Commander upon request to the Contractor.

6.2.5. BLOODBORNE PATHOGEN ORIENTATION PROGRAM. HCWs shall participate in the Command's Bloodborne Pathogen Orientation Program. The HCW shall also participate in all required annual training and in periodic training for all procedures that have the potential for occupational exposure to bloodborne pathogens.

6.2.6. MANAGEMENT OF HIV POSITIVE HCWs. HIV positive HCWs will be managed in accordance with the current Centers for Disease Control (CDC) guidelines and Section 503 of the Rehabilitation Act (29 U.S.C. Section 793) and its implementing regulations (41 CFR Part 60-741).

6.2.7. PREVENTION OF THE TRANSMISSION OF THE HIV VIRUS. HCWs shall comply with the CDC's "Universal Precautions" for the prevention of the transmission of the HIV virus.

6.2.8. MANAGING THE CLINICAL RISK IN THE WORK ENVIRONMENT. The work environment inherently involves risks typically associated with the performance of clinical oral procedures. The HCW may be exposed to contagious disease, infections and flying dental debris requiring the wearing of protection such as sterile gloves, masks and eyeglasses.

## 7. CRIME CONTROL ACT OF 1990 REQUIREMENT.

7.1. CRIMINAL BACKGROUND CHECK REQUIREMENTS. Section 21 of the Crime Control Act of 1990, 42 U.S.C. 13041, as amended by Section 1094 of Public Law 1-02-190, requires every facility operated by the Federal Government (or operated under contract with the Federal Government) that hires (or contracts to hire) individuals involved in the provision of child care services to assure that all existing and newly-hired employees undergo a criminal background check. The term "child care services" is defined to include health and mental health care.

7.2. GOVERNMENT RESPONSIBLE FOR OF CRIMINAL BACKGROUND CHECKS. The Government will conduct criminal background checks on all HCW's providing child care services under this contract based on fingerprints of HCWs obtained by the Contractor and via the Government's inquiries conducted through the Federal Bureau of Investigation (FBI) and State criminal history repositories. In doing so the Government shall follow the procedures set forth in DOD Instruction 1402.5.

7.3. CONTRACTOR'S RESPONSIBILITY FOR REASONABLE AND NECESSARY ASSISTANCE. Within 30 days after contract award, the Contractor and all HCWs shall provide all reasonable and necessary assistance to the Government, including compliance with the employment application requirements set forth in 42 U.S.C. 13041(d). Upon receipt of the results of a background check, the Contractor further agrees to undertake a personnel action in accordance with 42 U.S.C. 13041(c), when appropriate.

7.4. EXEMPTIONS. With written recommendation from the Commanding Officer/Commander, and the approval one level above the Contracting Officer, a HCW may be permitted to perform work under this contract prior to the completion of a background check, provided the HCW is within line-of-sight and continuous supervision of an individual with a successful background check.

7.5. RIGHTS OF CONTRACTOR HCWs. HCWs shall have the right to obtain a copy of any background check pertaining to themselves and to challenge the accuracy and completeness of the information contained in the report.

8. LIABILITY INSURANCE. Before commencing work under a contract, the Contractor shall certify to the Contracting Officer in writing that the required insurance has been obtained. The following insurance as referenced in FAR 28.307, is the minimum insurance required:

8.1. General Liability - Bodily injury liability insurance coverage written on the comprehensive form of policy of at least: \$500,000 per occurrence.

8.2. Automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

8.3. Worker's compensation and employer's liability. Contractors are required to comply with applicable Federal and State Workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when Contractor operations are so commingled with a Contractor's commercial operations that it would not be practical to require this coverage. Employer's liability coverage of at least \$100,000 shall be required, except in States with exclusive or monopolistic funds that do not permit workers, compensation to be written by private carriers.

## 9. CONTRACT INCENTIVES

### 9.1. CASH INCENTIVES

9.1.1. The Government reserves the right to make cash incentive awards to HCWs via the Contractor. These awards will be site or position specific and will be based on the Government's best business practice plan to minimize turnover, maximize the mission of the command and/or reward exemplary work. There are no cash incentive plans for the Government's minimum quantities in CLINs 0001 through 0004; however, cash Incentive Plans may be contained in Task Orders for the CLINs 0009 through 0019 as outlined in subsequent TOPRs.

9.1.2. Section B, CLIN 0008 has a, "Not to Exceed" or "NTE" fixed incentive fee amount. If subsequent TOPRs provide for an incentive award, Section B, CLIN 0008 will be adjusted accordingly. The NTE fixed incentive fee amount can only be changed with a written modification to the Task Order issued by the Contracting Officer.

9.1.3. The Government will obligate the total incentive fee amount at the beginning of the Task Order. The Contracting Officer will authorize the Contractor, in writing, to invoice for any incentive fee earned during the performance periods detailed in the Incentive Plan.

9.1.4. Evaluation procedures and criteria and scoring procedures shall be set forth in each Incentive Plan, as included with position specific statements of work or each subsequent TOPR.

9.1.5. If a cash incentive award is made, the Contractor shall pass the awards to the applicable HCW(s). The Contractor further agrees to only take deductions from the incentive awards to remain in compliance with the laws and regulations of the Internal Revenue Service, state, and local taxation authorities including the Contractor's contributions to these taxes and/or fees. However, in no case shall the amount paid to the HCW be reduced further.

## 9.2. NON-CASH INCENTIVES

9.2.1. The Government reserves the right to make non-cash incentive awards directly to HCWs. These awards will be site or position specific and will be based on the Government's best business practice plan to minimize turnover, maximize the mission of the command and/or reward exemplary work. As an example, non-cash incentive awards may include, but are not limited to, paid "time off" to healthcare workers, preferential parking privileges, additional training, etc. If time off is given, this time off is in addition to any leave granted and accrued by the HCW. Incentive plans are contained in Attachment 006 for the Government's minimum quantities in CLINs 0003 and 0004. Incentive Plans may also be contained in Task Orders for the CLINs 0009 through 0019 as outlined in subsequent TOPRs.

9.2.2. Evaluation procedures and criteria and scoring procedures will be set forth in each Incentive Plan, as included with position specific statements of work or each subsequent TOPR.

9.2.3. If an incentive award is made, the Government will pass the awards directly to the HCW(s). The Government will also inform the Contractor when non-cash incentive awards are granted because HCW performance is an important criteria in evaluating a Contractor's past performance, issuing logical follow-on task orders, and awarding subsequent task orders.

## 10. REIMBURSABLE TRAVEL EXPENSES.

10.1. As directed by the Government, HCWs may be required to travel to provide services, attend training or attend Government specified conferences when in the best interest of the Government and patient care. Travel, if required, will be detailed within the TOPR and the Contractor shall include in its TOPR response a proposed amount to cover its anticipated outlay of reasonable travel expenses, to include, as applicable, lodging, per diem, public transportation charges, mileage allowance, tolls and Contractor overhead. The Task Order issued by the Government using CLIN 0007 shall provide a negotiated Not-to-Exceed (NTE) amount that shall constitute a firm limitation on the Government's obligation to reimburse the Contractor for these expenses using the appropriate SLIN within CLIN 0007. The COR will determine the reasonableness of all costs incurred. When questions arise, the Government's Joint Travel Regulations (JTR) shall always be followed. The following shall also apply:

10.1.1. CLIN 0007 (and the appropriate SLIN) shall not be used for expenses related to training including, but not limited to reimbursement for courses taken. These expenses are the sole responsibility of the Contractor, and

10.1.2. The Government will not issue Government Travel Orders to the HCW, and

10.1.3. Government contract air carriers and the Government's contract airfares are not available to the HCW, and

10.1.4. The JTR shall serve as the basis for the upper cost limits for lodging, per diem, miscellaneous expenses and mileage reimbursement if a privately owned vehicle is authorized, and

10.1.5. The Government retains the right to direct the mode of travel including the availability and size of rental cars, and

10.1.6. The COR will specify the DTF's procedure to document that the travel was completed and that the expenses were actually incurred, and

10.1.7. All reimbursements will be retrospective, payable only upon presentation of a properly prepared invoice to the COR (as specified herein). In reviewing invoices under which the Contractor seeks reasonable reimbursement under CLIN 0007, the COR shall use the Government's Joint Travel Regulation (JTR) <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml> as a guide. Expenses higher than the amounts allowed under the JTR will be considered unreasonable in the absence of additional justification from the Contractor, and

10.1.8. The Government reserves the right to require additional documentation, including memoranda from the HCW performing the travel.

10.2. The requirements for reimbursable travel expenses do not apply to the Contract Status Review meetings required in Section C of this contract. If the Government invokes that requirement, the Contractor agrees to bear the total risk and cost for the travel, lodging, per diem, rental cars, etc. required to attend Contract Status Review meetings. The Government will not reimburse the Contractor for any related expenses.

## 11. CONTRACTOR MANAGED PERSONAL LEAVE.

11.1. The Government reserves the right to require the Contractor to manage the accrual and use of personal leave for their HCWs. This requirement does NOT apply to the minimum quantities contained in CLINs 0001 through 0004. The Contractor's attention is further directed to the requirements of Section C, paragraph 1.4 with respect to their scheduling HCWs for more than 8 compensated hours per day.

11.2. In all cases, services shall be provided in accordance with applicable Position Specific Statements of Work. The Contractor bears the sole responsibility and assumes any and all risk for meeting the requirements of all staffing requirements. It is further agreed that the Contractor assumes any and all risk as to the accuracy of its leave accrual and management procedures.

11.3. The Government will notify the Contractor if staffing requirements are not being/have not been met; however, the Government will neither track HCW leave use nor maintain leave balances for HCWs.

11.4. The Contractor may, at their discretion, contact Government points of contact to determine the number, type, and/or name of the HCWs present for duty. In all cases, the Government will respond to requests in a timely manner. However, the Government retains the right to respond at a time that does not interfere with normal patient care or clinic operations. Government points of contact will be provided following contract award.

11.5. The Contractor may offer overtime to certain HCWs to fill otherwise unfilled scheduled hours of service so long as all the following conditions apply:

11.5.1. In no case shall the amount of hours worked exceed 50 hours per consecutive 7-day period or 96 hours per consecutive 14-day period, and

11.5.2. In no case shall an individual HCW provide more than 10 consecutive hours of service, and

11.5.3. In no case shall the HCW's continued employment be contingent upon their accepting an overtime assignment, and

11.5.4. The parties agree that the Contractor is solely responsible for complying with state and/or local wage and overtime compensations laws as described herein, and

11.5.5. The parties agree that THE CONTRACTOR SHALL NOT LOOK TO THE GOVERNMENT for additional reimbursement beyond the price already contained on the applicable CLIN/SLIN for that labor category.

## 12. CONTRACTOR MANAGEMENT PLANS

12.1. Offeror's are advised that the Government will include their management plan submissions into contracts awarded as a result of this solicitation. The term "management plan" is defined herein and includes the offeror's initial submission, responses to questions answered during the solicitation period, any amendment language, and any/all supplemental/discussion submissions provided by the offeror at the direction of the Government. As part of the awarded contracts, these plans will then be binding on the ultimate Contractor(s). Plans are referenced in Section J and will be included as Attachment 016.

END OF SECTION H



## SECTION I Contract Clauses

## CLAUSES INCORPORATED BY REFERENCE:

52.202-1	Definitions	DEC 2001
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	JUL 1995
52.203-7	Anti-Kickback Procedures	JUL 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	JAN 1997
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	JUN 1997
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	JUL 1995
52.215-2	Audit and Records--Negotiation	JUN 1999
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.216-21	Requirements	OCT 1995
52.219-4	Notice of Price Evaluation Preference for HUBZone Small Business Concerns	JAN 1999
52.219-6	Notice Of Total Small Business Set-Aside	JUL 1996
52.222-3	Convict Labor	AUG 1996
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-26 Alt I	Equal Opportunity (Apr 2002) - Alternate I	FEB 1999
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans	DEC 2001
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.222-44	Fair Labor Standards And Service Contract Act - Price Adjustment	FEB 2002
52.223-5	Pollution Prevention and Right-to-Know Information	APR 1998
52.223-6	Drug Free Workplace	MAY 2001
52.223-14	Toxic Chemical Release Reporting	OCT 2000
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-13	Restrictions on Certain Foreign Purchases	JUL 2000
52.227-1	Authorization and Consent	JUL 1995
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.229-3	Federal, State And Local Taxes	JAN 1991
52.229-5	Taxes--Contracts Performed In U S Possessions Or Puerto Rico	APR 1984
52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-11	Extras	APR 1984
52.232-17	Interest	JUN 1996
52.232-18	Availability Of Funds	APR 1984
52.232-23 Alt I	Assignment of Claims (Jan 1986) - Alternate I	APR 1984
52.232-25	Prompt Payment	FEB 2002
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	MAY 1999
52.233-1 Alt I	Disputes (Jul 2002) - Alternate I	DEC 1991
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984

52.237-3	Continuity Of Services	JAN 1991
52.242-13	Bankruptcy	JUL 1995
52.243-1 Alt I	Changes--Fixed Price (Aug 1987) - Alternate I	APR 1984
52.244-5	Competition In Subcontracting	DEC 1996
52.244-6	Subcontracts for Commercial Items	MAY 2002
52.245-2	Government Property (Fixed Price Contracts)	DEC 1989
52.246-25	Limitation Of Liability--Services	FEB 1997
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.253-1	Computer Generated Forms	JAN 1991
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense- Contract-Related Felonies	MAR 1999
252.204-7002	Payment For Subline Items Not Separately Priced	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.205-7000	Provisions Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7000	Acquisition From Subcontractors Subject To On-Site Inspection Under The Intermediate Range Nuclear Forces (INF) Treaty	NOV 1995
252.215-7000	Pricing Adjustments	DEC 1991
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage And Disposal Of Toxic And Hazardous Materials	APR 1993
252.242-7000	Postaward Conference	DEC 1991
252.243-7001	Pricing Of Contract Modifications	DEC 1991

#### CLAUSES INCORPORATED BY FULL TEXT

##### 52.216-18 ORDERING. (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from the date of contract award through a date to be determined, but not exceeding 60 months beginning with the initial start of contract services, or until all maximum quantities have been ordered, whichever comes first.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

##### 52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$1,000.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor:

(1) Any order for a single item in excess of 100,000 hours;

(2) Any order for a combination of items in excess of the maximum total requirement for this contract; or

(3) A series of orders from the same ordering office within 14 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 30 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

#### 52.216-22 INDEFINITE QUANTITY. (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after 31 May 2008.

(End of clause)

#### 52.219-14 LIMITATIONS ON SUBCONTRACTING (DEC 1996)

(a) This clause does not apply to the unrestricted portion of a partial set-aside.

(b) By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract in the case of a contract for--

(1) Services (except construction). At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.

(2) Supplies (other than procurement from a nonmanufacturer of such supplies). The concern shall perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials.

(3) General construction. The concern will perform at least 15 percent of the cost of the contract, not including the cost of materials, with its own employees.

(4) Construction by special trade contractors. The concern will perform at least 25 percent of the cost of the contract, not including the cost of materials, with its own employees.

52.222-37 EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS (DEC 2001)

(a) Unless the Contractor is a State or local government agency, the Contractor shall report at least annually, as required by the Secretary of Labor, on--

(1) The number of special disabled veterans, the number of veterans of the Vietnam era, and other eligible veterans in the workforce of the Contractor by job category and hiring location; and

(2) The total number of new employees hired during the period covered by the report, and of the total, the number of special disabled veterans, the number of veterans of the Vietnam era, and the number of other eligible veterans; and

(3) The maximum number and the minimum number of employees of the Contractor during the period covered by the report.

(b) The Contractor shall report the above items by completing the Form VETS-100, entitled "Federal Contractor Veterans" Employment Report (VETS-100 Report)".

(c) The Contractor shall submit VETS-100 Reports no later than September 30 of each year beginning September 30, 1988.

(d) The employment activity report required by paragraph (a)(2) of this clause shall reflect total hires during the most recent 12-month period as of the ending date selected for the employment profile report required by paragraph (a)(1) of this clause. Contractors may select an ending date--

(1) As of the end of any pay period between July 1 and August 31 of the year the report is due; or

(2) As of December 31, if the Contractor has prior written approval from the Equal Employment Opportunity Commission to do so for purposes of submitting the Employer Information Report EEO-1 (Standard Form 100).

(e) The Contractor shall base the count of veterans reported according to paragraph (a) of this clause on voluntary disclosure. Each Contractor subject to the reporting requirements at 38 U.S.C. 4212 shall invite all special disabled veterans, veterans of the Vietnam era, and other eligible veterans who wish to benefit under the affirmative action program at 38 U.S.C. 4212 to identify themselves to the Contractor. The invitation shall state that--

(1) The information is voluntarily provided;

(2) The information will be kept confidential;

(3) Disclosure or refusal to provide the information will not subject the applicant or employee to any adverse treatment; and

(4) The information will be used only in accordance with the regulations promulgated under 38 U.S.C. 4212.

(f) The Contractor shall insert the terms of this clause in all subcontracts or purchase orders of \$25,000 or more unless exempted by rules, regulations, or orders of the Secretary of Labor.

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29

CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION  
Employee Class Monetary Wage-Fringe Benefits

Dental Assistant GS-5 \$13.00

(End of clause)

#### 52.232-3 PAYMENTS UNDER PERSONAL SERVICES CONTRACTS (APR 1984)

The Government shall pay the Contractor for the services performed by the Contractor, as set forth in the Schedule of this contract, at the rates prescribed, upon the submission by the Contractor of proper invoices or time statements to the office or officer designated and at the time provided for in this contract. The Government shall also pay the Contractor:

(a) a per diem rate in lieu of subsistence for each day the Contractor is in a travel status away from home or regular place of employment in accordance with Federal Travel Regulations (41 CFR 101-7) as authorized in appropriate Travel Orders; and

(b) any other transportation expenses if provided for in the Schedule.

#### 52.232-8 DISCOUNTS FOR PROMPT PAYMENT (FEB 2002)

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, offerors awarded contracts may include discounts for prompt payment on individual invoices.

(b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the agency annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day.

(End of clause)

#### 52.249-12 TERMINATION (PERSONAL SERVICES) (APR 1984)

The Government may terminate this contract at any time upon at least 15 days' written notice by the Contracting Officer to the Contractor. The Contractor, with the written consent of the Contracting Officer, may terminate this contract upon at least 15 days' written notice to the Contracting Officer.

(End of clause)

#### 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil>

252.201-7000 CONTRACTING OFFICER'S REPRESENTATIVE (DEC 1991)

(a) "Definition. Contracting officer's representative" means an individual designated in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement and authorized in writing by the contracting officer to perform specific technical or administrative functions.

(b) If the Contracting Officer designates a contracting officer's representative (COR), the Contractor will receive a copy of the written designation. It will specify the extent of the COR's authority to act on behalf of the contracting officer. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

(End of clause)

252.204-7004 REQUIRED CENTRAL CONTRACTOR REGISTRATION.(NOV 2001)

(a) Definitions.

As used in this clause--

(1) Central Contractor Registration (CCR) database means the primary DoD repository for contractor information required for the conduct of business with DoD.

(2) Data Universal Numbering System (DUNS) number means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.

(3) Data Universal Numbering System +4 (DUNS+4) number means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying subunits or affiliates of the parent business concern.

(4) Registered in the CCR database means that all mandatory information, including the DUNS number or the DUNS+4 number, if applicable, and the corresponding Commercial and Government Entity (CAGE) code, is in the CCR database; the DUNS number and the CAGE code have been validated; and all edits have been successfully completed.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee must be registered in the CCR database prior to award, during performance, and through final payment of any contract resulting from this solicitation, except for awards to foreign vendors for work to be performed outside the United States.

(2) The offeror shall provide its DUNS or, if applicable, its DUNS+4 number with its offer, which will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(3) Lack of registration in the CCR database will make an offeror ineligible for award.

(4) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet may take up to 30 days. Therefore, offerors that are not registered should consider applying for registration immediately upon receipt of this solicitation.

(c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.

(d) Offerors and contractors may obtain information on registration and annual confirmation requirements by calling 1-888-227-2423, or via the Internet at <http://www.ccr.gov>.

(End of clause)

## SECTION J List of Documents, Exhibits and Other Attachments

## Section J Table Of Contents

<u>ATTACH</u>	<u>DESCRIPTION</u>	<u>ATTACHED/BY REFERENCE</u>
001	Dental Hygienist, Naval Dental Center Gulf Coast Pensacola, FL and subordinate Branch Dental Clinics	X /
002	Dental Assistant, Naval Dental Center Gulf Coast Pensacola, FL and subordinate Branch Dental Clinics	X /
003	Dental Assistant, Keesler Air Force Base, Biloxi, MS	X /
004	Dental Hygienist, Naval Dental Center Southeast Jacksonville, FL and subordinate Branch Dental Clinics	X /
005	Dental Assistant, Naval Dental Center Southeast Jacksonville, FL and subordinate Branch Dental Clinics	X /
006	Incentive Plan (IP) Naval Dental Center Southeast Jacksonville, FL	X /
007	Notional Task Order NTO001, Dental Laboratory Technician, Naval Dental Center Gulf Coast, Pensacola, FL	X /
008	Notional Task Order NTO002, Endodontist, McDill Air Force Base, Tampa, FL	X /
009	Service Contract Act Wage Determinations	X /
010	Proof of U.S. Employment Eligibility	X /
011	Computer Skills Competency Form	X /
012	Electronic File Format; Offeror's Past Performance Information	X /
013	Electronic File Format; Sample Supplemental Pricing Worksheets	X /
014	Current Contract Prices	X /
015	Electronic File Format; Offeror's Management Plan	X /
016	Successful Offeror's Management Plan(s) <b>NOTE:</b> This Attachment will be appended at the time of award to include the management plan(s) for each contract awarded. As an example, if 3 contracts are awarded, the successful offeror's management plan(s) will be appended as Attachment 016A, 016B and 016C, etc.	
017	Contract Administration Plan. <b>NOTE:</b> This Attachment will be appended at the time of award.	

END OF SECTION J



## SECTION K Representations, Certifications and Other Statements of Offerors

## CLAUSES INCORPORATED BY FULL TEXT

## 52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)

(a) The offeror certifies that --

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to --

(i) Those prices,

(ii) The intention to submit an offer, or

(iii) The methods of factors used to calculate the prices offered:

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory --

(1) Is the person in the offeror's organization responsible for determining the prices offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision \_\_\_\_\_ (insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(End of provision)

## 52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (APR 1991)

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of

this Certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989,--

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(End of provision)

#### 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

“Common parent,” as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

“Taxpayer Identification Number (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

\_\_\_ TIN: \_\_\_\_\_

\_\_\_ TIN has been applied for.

\_\_\_ TIN is not required because:

\_\_\_ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

\_\_\_ Offeror is an agency or instrumentality of a foreign government;

\_\_\_ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

\_\_\_ Sole proprietorship;

\_\_\_ Partnership;

\_\_\_ Corporate entity (not tax-exempt);

\_\_\_ Corporate entity (tax-exempt);

\_\_\_ Government entity (Federal, State, or local);

\_\_\_ Foreign government;

\_\_\_ International organization per 26 CFR 1.6049-4;

\_\_\_ Other \_\_\_\_\_

(f) Common parent.

\_\_\_ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

\_\_\_ Name and TIN of common parent:

Name \_\_\_\_\_

TIN \_\_\_\_\_

(End of provision)

#### 52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUN 99)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

(1) Company name.

(2) Company address.

- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at [globalinfo@mail.dnb.com](mailto:globalinfo@mail.dnb.com).

(End of provision)

#### 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (DEC 2001)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that--

(i) The Offeror and/or any of its Principals--

(A) Are ( ) are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ( ) have not ( ), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are ( ) are not ( ) presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The Offeror has ( ) has not ( ), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

#### 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2002)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is **621210**.

(2) The small business size standard is **\$6.0 million**.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it ( ) is, ( ) is not a small business concern.

(2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it ( ) is, ( ) is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a women-owned small business concern.

(4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a veteran-owned small business concern.

(5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a service-disabled veteran-owned small business concern.

(6) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, as part of its offer, that--

(i) It ( ) is, ( ) is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It ( ) is, ( ) is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business

concern or concerns that are participating in the joint venture: \_\_\_\_\_.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(c) Definitions. As used in this provision--

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern," means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern," means a small business concern --

(1) That is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

#### 52.222-21 PROHIBITION OF SEGREGATED FACILITIES (FEB 1999)

(a) Segregated facilities, as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.

(b) The Contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Opportunity clause in this contract.

(c) The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Opportunity clause of this contract.

(End of clause)

#### 52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)

The offeror represents that --

(a) ☐ It has, ☐ has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;

(b) ☐ It has, ☐ has not, filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of provision)

#### 52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)

The offeror represents that

(a) ☐ it has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or

(b) ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of provision)

#### 52.223-13 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (OCT 2000)

(a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

(b) By signing this offer, the offeror certifies that--

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: (Check each block that is applicable.)

☐ (i) The facility does not manufacture, process or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);

☐ (ii) The facility does not have 10 or more full-time employees as specified in section 313.(b)(1)(A) of EPCRA 42 U.S.C. 11023(b)(1)(A);

☐ (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

☐ (iv) The facility does not fall within Standard Industrial Classification Code (SIC) major groups 20 through 39 or their corresponding North American Industry Classification System (NAICS) sectors 31 through 33; or

☐ (v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

#### 252.209-7001 DISCLOSURE OF OWNERSHIP OR CONTROL BY THE GOVERNMENT OF A TERRORIST COUNTRY (MAR 1998)

##### (a) "Definitions."

As used in this provision --

(a) "Government of a terrorist country" includes the state and the government of a terrorist country, as well as any political subdivision, agency, or instrumentality thereof.

(2) "Terrorist country" means a country determined by the Secretary of State, under section 6(j)(1)(A) of the Export Administration Act of 1979 (50 U.S.C. App. 2405(j)(1)(A)), to be a country the government of which has repeatedly provided support for such acts of international terrorism. As of the date of this provision, terrorist countries include: Cuba, Iran, Iraq, Libya, North Korea, Sudan, and Syria.

(3) "Significant interest" means --

(i) Ownership of or beneficial interest in 5 percent or more of the firm's or subsidiary's securities. Beneficial interest includes holding 5 percent or more of any class of the firm's securities in "nominee shares," "street names," or some other method of holding securities that does not disclose the beneficial owner;

(ii) Holding a management position in the firm, such as a director or officer;

(iii) Ability to control or influence the election, appointment, or tenure of directors or officers in the firm;

(iv) Ownership of 10 percent or more of the assets of a firm such as equipment, buildings, real estate, or other tangible assets of the firm; or



(v) Holding 50 percent or more of the indebtedness of a firm.

(b) "Prohibition on award."

In accordance with 10 U.S.C. 2327, no contract may be awarded to a firm or a subsidiary of a firm if the government of a terrorist country has a significant interest in the firm or subsidiary or, in the case of a subsidiary, the firm that owns the subsidiary, unless a waiver is granted by the Secretary of Defense.

(c) "Disclosure."

If the government of a terrorist country has a significant interest in the Offeror or a subsidiary of the Offeror, the Offeror shall disclose such interest in an attachment to its offer. If the Offeror is a subsidiary, it shall also disclose any significant interest the government of a terrorist country has in any firm that owns or controls the subsidiary. The disclosure shall include --

(1) Identification of each government holding a significant interest; and

(2) A description of the significant interest held by each government.

(End of provision)

#### 252.209-7002 DISCLOSURE OF OWNERSHIP OR CONTROL BY A FOREIGN GOVERNMENT (SEP 1994)

(a) Definitions. As used in this provision--

(1) "Entity controlled by a foreign government" means--

(i) Any domestic or foreign organization or corporation that is effectively owned or controlled by a foreign government; or

(ii) Any individual acting on behalf of a foreign government.

(2) "Effectively owned or controlled" means that a foreign government or any entity controlled by a foreign government has the power, either directly or indirectly, whether exercised or exercisable, to control or influence the election or appointment of the Offeror's officers, directors, partners, regents, trustees, or a majority of the Offeror's board of directors by means, e.g., ownership, contract, or operation of law.

(3) "Foreign government" means any governing body organized and existing under the laws of any country other than the United States and its possessions and trust territories and any agent or instrumentality of that government.

(4) "Proscribed information" means--

(i) Top Secret information;

(ii) Communications Security (COMSEC) information, except classified keys used to operate secure telephone units (STU IIIs);

(iii) Restricted Data as defined in the U.S. Atomic Energy Act of 1954, as amended;

(iv) Special Access Program (SAP) information; or

(v) Sensitive Compartmental Information (SCI).

(b) Prohibition on award. No contract under a national security program may be awarded to a company owned by

an entity controlled by a foreign government if that company requires access to proscribed information to perform the contract, unless the Secretary of Defense or designee has waived application of 10 U.S.C.2536(a).

(c) Disclosure.

The Offeror shall disclose any interest a foreign government has in the Offeror when that interest constitutes control by a foreign government as defined in this provision. If the Offeror is a subsidiary, it shall also disclose any reportable interest a foreign government has in any entity that owns or controls the subsidiary, including reportable interest concerning the Offeror's immediate parent, intermediate parents, and the ultimate parent. Use separate paper as needed, and provide the information in the following format:

Offeror's Point of Contact for Questions about Disclosure	
(Name and Phone Number with Country Code, City Code and Area Code, as applicable)	
Name and Address of Offeror	
Name and Address of Entity	Description of Interest, Controlled by a Foreign
	Ownership Percentage, and
Government	Identification of Foreign Government
(End of provision)	

## SECTION L Instructions, Conditions and Notices to Bidders

## CLAUSES INCORPORATED BY REFERENCE:

52.215-1	Instructions to Offerors--Competitive Acquisition	MAY 2001
52.216-27	Single or Multiple Awards	OCT 1995
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	FEB 1999
52.237-10	Identification of Uncompensated Overtime	OCT 1997

## CLAUSES INCORPORATED BY FULL TEXT

## 1. SUBMISSION OF COST OR PRICING DATA

1.1. It is expected that this contract will be awarded based upon a determination that there is adequate price competition; therefore, the offeror is not required to submit additional cost or price data or certify cost or pricing data with its proposal.

1.2. If, after receipt of the proposals, the Contracting Officer determines that adequate price competition does not exist in accordance with FAR 15.403-3 and 15.403-4, the offeror shall provide other information requested to be submitted to determine fair and reasonableness of price or cost realism, or certified cost or pricing data as requested by the Contracting Officer.

2. NOTIONAL TASK ORDERS. The Notional Task Orders (CLIN 0005) provided in Attachments 007 and 008 represents a sample Task Order scenario which may, in some form, be ordered by the Government after contract award. No awards will result from an offeror's proposal in response to these Notional Task Orders.

## 3. INSTRUCTIONS FOR PREPARATION OF PROPOSALS

3.1. Introduction and Purpose. This section specifies the format and content that offerors shall use in response to this Request for Proposal (RFP). The intent is not to restrict the offerors in the manner in which they will perform their work but rather to require uniformity in the format of the responses for evaluation purposes. Offerors must submit a proposal that is both in the format prescribed herein and is comprehensive enough to provide the basis for a sound evaluation by the Government. Information provided should be precise, factual, and complete: avoiding unnecessary, irrelevant, unrelated, unsubstantiated, illogical, vague and/or expansive discussions. Clarity, completeness, and responsiveness are of the utmost importance. Proposals shall be in the form prescribed by, and shall contain a response to, each identified in this paragraph. Any proposal that does not offer as a minimum that which is requested in this solicitation may be determined to be substantially incomplete and not warrant any further consideration. A complete proposal, including both Technical and Business, shall be submitted by the closing date specified in Section A of the solicitation.

Proposals shall be submitted electronically in three separate volumes:

- Volume I - Past Performance Proposal (original & 1 copy)
- Volume II - Management Plan (original & 1 copy)
- Volume III - Business Proposal (original & 1 copy)

The closing date for Volume I shall be Thursday, 23 January 2003 at 2:00 PM local time (eastern standard time). The closing date for Volumes II and III shall be Thursday, 13 February 2003 at 2:00 PM local time (eastern standard time).

If an offeror is late submitting any one volume, their entire proposal will be considered late.

Upon receipt of the electronic files from the Contracting Officer, the offeror's proposal shall be submitted on 6 offeror provided 3.5" diskettes or CD-ROM(s) (all hereafter referred to as "diskettes"). The offeror is responsible for ensuring that submitted diskettes are neither physically damaged nor contain corrupted files such that they are not readable by the Government. The offeror shall ensure that the two sets of diskettes are identical.

3.2. Diskettes 1 and 2 shall each contain the offeror's Past Performance information and shall contain the electronic file "[name of offeror] Past Performance.doc" (Attachment 012). The information on diskette 2 shall be identical to the information on diskette 1. PLEASE NOTE: Closing dates for submission of Past Performance information and Management/Business Proposals are specified in 3.1, above.

3.3. Diskettes 3 and 4 shall each contain the Management Plan and shall include the Government provided electronic file "[name of offeror] Management Plan.doc" (Attachment 015). The information on diskette 3 shall be identical to the information on diskette 4.

3.4. Diskettes 5 and 6 shall each contain the offeror's Business Proposal and shall include the Government provided electronic file "[name of offeror] Business Proposal.xls." Included within "[name of offeror] Business Proposal.xls" are Supplemental Pricing Worksheets for each separately priced position for CLINs 0001 through 0004 (the minimum requirements) and each separately priced position for NTO001 and NTO002 (CLIN 0005). An example of a Supplemental Pricing Worksheet is contained in Attachment 013. The offeror shall complete all the Supplemental Pricing Worksheets within "[name of offeror] Business Proposal.xls." The information on diskette 5 shall be identical to the information on diskette 6. The Government has included the most recent contract prices as Attachment 014. These prices represent the direct compensation to the HCW plus the Contractor's overhead, profit and other indirect costs such as, but not limited to, general and administrative expense. The direct compensation rate to the HCW is not available.

3.5. If an offeror is late submitting (a) any diskette or (b) any required file is missing from their diskette proposal, their entire proposal will be considered late.

3.6. Offerors are responsible for assuring that the diskettes forwarded in response to this solicitation are neither damaged nor unreadable. Diskettes 1 through 4 shall be formatted using either Microsoft Windows 95™ or Microsoft Windows 98™. All files shall be submitted using either Microsoft Word 97™ (for the .doc files) or Microsoft Excel 97™ (for the .xls files). Diskette 1 is identical to diskette 2; Diskette 3 is identical to diskette 4; Diskette 5 is identical to diskette 6. Offerors shall assure that all files are in a "read only" format and not subject to change. Files shall not be password protected.

3.7. Offerors shall accept the formatting, style, pitch/point, margins and other formatting imbedded in these electronic documents as provided. The Government will accept no changes.

3.8. Volume I: Past Performance (Original & 1 Copy) Diskettes 1 and 2 shall each contain the offeror's Past Performance information and shall contain the file "[name of offeror] Past Performance.doc" (Attachment 012). The information on diskette 2 shall mirror the information on diskette 1.

a. Volume I shall contain the table provided as Attachment 012 (Past Performance Chart) for submission of past performance information. The Contractor shall exactly recreate and complete Past Performance.doc as illustrated in Attachment 012. (NOTE: An electronic copy of Past Performance.doc shall be provided.) This Microsoft Word 97™ document shall include information from not more than five of their previous/current contracts not awarded either by the Naval Medical Logistics Command or the Fleet Industrial Supply Center, Norfolk Detachment, Philadelphia. These references shall be those that the offeror believes are their most current and are relevant to the labor categories identified in Section B. The Government will supplement this information with past performance analyses of contracts awarded by the Naval Medical Logistics Command. In selecting the most relevant contracts, the offeror may include contracts that demonstrate the prior experience of corporate officials or the experience of sub-Contractors/teaming partners. In order to be considered current, services must

have been provided within the last five years. The file, "Past Performance.doc" shall be renamed, "[name of offeror] Past Performance.doc" when it is submitted.

b. If the offeror has no relevant past performance, they shall affirmatively state that they possess no relevant past performance within [name of offeror] Past Performance.doc.

c. The offeror shall complete Past Performance.doc to include the following:

1. The contract number(s) and,
  2. The number of HCWs provided, and
  3. The type of HCWs provided, e.g., 2 dentists, 15 dental hygienists, etc., and
  4. The location of services provided including facility name, city and state and,
  5. The start dates that services were/are being provided and
  6. The completion dates that services were/are being provided, and
  7. The name, organization, telephone number, and e-mail address of a verified point of contact at the federal, state, local Government or commercial entity for which the contract services were performed. The offeror is responsible for ensuring that all points of contact provided as references are current and appropriate, and that the phone numbers provided are valid and,
  8. A brief description of services provided and an explanation of how that experience is directly related and/or similar or relevant to the scope, magnitude, and complexity of the requirement (as defined herein) and,
  9. The number, type and severity of any quality, delivery or price problems, or any other anecdotal issues, in performing the contract, the corrective action taken and the effectiveness of the corrective action. Offerors shall also submit complete information of any discrepancy or non-compliance reports issued under these contracts and the corrective action mechanisms that were completed or started. At the discretion of the offeror and based upon the number of discrepancies, this information may be added as a supplemental file to diskettes 1 and 2 as a Microsoft Word 97™, Contractor prepared document titled, "[name of offeror] CDRs.doc". This document shall be formatted using typical business style, pitch/point, margins, etc and is not limited in length. It shall, however, be a relevant and pointed discourse, avoiding unnecessary, irrelevant, unrelated, unsubstantiated, and illogical, vague and/or expansive discussions. A negative reply can be provided at the discretion of the offeror.
- d. Offerors may submit a two-page discussion of noteworthy successes, accomplishments, awards and/or commendations achieved during the described experience in providing services. Offerors may also submit any other information the offeror considers relevant to its past performance. This information shall be included on diskettes 1 and 2 as a Microsoft Word 97™ Contractor prepared document titled, "[name of offeror] Accomplishments.doc". This document shall be formatted using typical business style, pitch/point, margins, etc and is not limited in length. Information shall, however, be a relevant and pointed discourse, avoiding unnecessary, irrelevant, unrelated, unsubstantiated, and illogical, vague and/or expansive discussions. A negative reply can be provided at the discretion of the offeror.
- e. Offerors may submit a discussion of their experience providing services within Incentive Plans that are either similar to or relevant to the Incentive Plans contained in Attachment 006. This information shall be added to diskettes 1 and 2 as a Microsoft Word 97™, Contractor prepared document titled, "[name of offeror] Incentive Experience.doc". This document shall be formatted using typical business style, pitch/point, margins, etc and is not limited in length; however, the Government does not anticipate that these documents should exceed three single spaced pages. It shall, however, be a relevant and pointed discourse, avoiding unnecessary, irrelevant, unrelated, unsubstantiated, and illogical, vague and/or expansive discussions. A negative reply shall be provided by the offeror.

3.9. Volume II: Management Plan (Original & 1 Copy) Diskettes 3 and 4 shall each contain the offeror's Management Plan information and shall contain the file "[name of offeror] Management Plan.doc" (Attachment 015). The information on diskette 3 shall mirror the information on diskette 4. The offeror shall exactly recreate and complete the Management Plan.doc as illustrated in Attachment 015. (NOTE: An electronic copy of Management Plan.doc shall be provided.) This Microsoft Word 97™ file requires that offerors provide information concerning their Management Plan for the provision of services under these contracts. The offeror's proposal shall describe the management policies plan which will be utilized to ensure timely, effective, complete start-up and continuity of the services required by the solicitation. This shall include:

a.. **Recruitment**

1. A description of any unusual or extraordinary recruitment methods that may be required to fill scarce marketplace commodities for **CLINs 0001 through 0004**, and Notional Task Orders **NTO001 and NTO002**. If none exist, so state.
2. A description of any innovations or ideas to mitigate any risks identified to successful recruitment.

b. **Retention**

1. Provision of the typical fringe and other benefit packages paid to HCWs. If the offeror intends to hire sub-contractors also, so state.

1.a. Indicate the benefit provided to HCWs including:

401K. If "Yes", what amount or percentage or dollar amount do you contribute?

1.b. Health Insurance. If "Yes", what amount or percentage or dollar amount do you contribute?

1.c. Dental Insurance. If "Yes", what amount or percentage or dollar amount do you contribute?

1.d. Is a 125 Pre-tax medical spending account available?

1.e. Uniform Allowance. If "Yes", what amount or percentage do you contribute?

1.f. Continuing Education. If "Yes", (a) what amount or percentage do you contribute, and (b) describe your continuing education benefit in terms of types of courses and number of days/hours?

1.g. Do you allow personnel to decline all or some benefits in exchange for an increase in direct compensation?

1.h. Other Benefits: Identify any other benefits provided and the amount you contribute.

1.i. Do benefits for part time employees differ from those offered to full time employees? If "yes", please explain how those benefits differ.

2. On-site assistance to employees.

2.a. How often will regular/scheduled contact be made with each employee?

2.b. How will contact be made (site visit, telephone, email, etc?)

2.c. Will there be an on-site or local (within 100 miles) representative? If “yes”, what will this individual’s responsibilities be for issues specifically including planned leave use, unplanned leave notification, payroll issues?

2.d. Are these services available to each health care worker which facilitate contact (i.e., “1-800” number, 24 hour POC via answering machine, etc?)

3. A description of any innovations or ideas to mitigate any risks identified to successful retention.

**c. Credentials and licensure submissions and tracking:**

1. A description of how expiring licenses and certifications will be tracked to ensure that they are kept current and that the Government has the latest versions.

2. A description of the offeror’s credentials compilation and verification process.

3. A description of any plans to pre-credential candidates before a need is identified.

4. A description of any plan that will keep candidates up to date on the status of the contract prior to contract award thus ensuring a smooth transition to contract start.

d. Sub-Contracting and Teaming. If a sub-contracting and/or teaming approach will be used, the offeror should provide the following information. If no sub-contracting and/or teaming approach will be used, the offeror should state as such.

1. A description of the offeror’s sub-Contractor(s)/teaming partner(s) experience with multiple dental labor categories across wide geographic areas that are relevant to the requirements of CLINs 0001 through 0004, CLINs 0009 through 0019, and NTO001 and NTO002. Medical experience, although relevant, is less relevant than comparable dental experience. This narrative discussion shall contain sufficient specificity and detail to assess its relevance.

2. Provision of letters from the sub-Contractor(s) and/or teaming partner(s) that acknowledge the teaming arrangement and their participation if a contract is awarded. This acknowledgement may be a simple statement on letterhead paper, signed by an authorized representative who can be contacted and telephonically interviewed by the Government. Therefore, telephone numbers shall be provided which shall be accurate and legible.

3. Provision (at the offeror’s choice, within the same letter) of information from the sub-Contractor(s) and/or teaming partner(s) indicating the duties or performance responsibilities of each organization in the specific areas of recruitment, initial and ongoing credentialing, and overall project management.

4. An explanation as to how these teaming arrangements will be used in the decision-making process within the contract. Which specific areas are delegated to the teaming partner and which are retained? How will the offeror hold the teaming partner accountable for non-performance or unacceptable performance?

3.10. Volume III: Business Proposals (original and one copy). Diskettes 5 and 6 shall each contain the offeror’s Business Proposal. The information on diskette 5 shall mirror the information on diskette 6. Business proposals must contain the following:

a. A completed Standard Form 33. This form must be downloaded, printed, completed, signed and mailed/delivered by the offeror with diskettes 5 and 6 and,

b. An acknowledgment of any amendments issued by the Government prior to the receipt of proposals and,

c. A completed Section K containing the Representations, Certifications and Other Statements of Offerors contained in Section K of this solicitation. The offeror shall print, sign, and complete Section K and MAIL those signed certifications, the completed and signed SF-33 and diskettes 5 and 6 and,

d. The offeror shall complete their business proposal using the Government provided file Business Proposal.xls. Business Proposal.xls matches Section B of this solicitation exactly. The offeror shall complete the boxes in that file shaded in light blue. The spreadsheet will calculate the remaining totals including the total price for CLINs 0001 through 0004 and NTO001 and NTO002. The information that is provided in Business Proposal.xls for CLINs 0001 through 0004 will be used to determine price reasonableness during the evaluation of the offeror's proposal. Also, included on Business Proposal.xls is a Supplemental Pricing Worksheet for each separately priced position within CLINs 0001 through 0004 and NTO001 and NTO002. The file, "Business Proposal.xls" shall be renamed, "[name of offeror] Business Proposal.xls" when it is submitted. The information provided in the Supplemental Pricing Worksheets will be used to determine price realism during the evaluation of the offeror's proposal. A sample of the Supplemental Pricing Worksheets is shown in Attachment 013. Source Information for each Supplemental Pricing Worksheet shall be provided at the bottom of each Supplemental Pricing Worksheet following the notation "Source Information Notes", and

e. The final negotiated HCW compensation rates proposed on each Supplemental Pricing Worksheet (within "[name of offeror] Business Proposal.xls") are both the lowest acceptable compensation rates to the HCW and the average compensation rates to the HCW which will be used by the Contractor upon award of initial Task Orders. The Task Order awardee is not prohibited from paying a range of compensation rates to recruited HCWs in a particular labor category, but under no circumstances shall the compensation rate be lower than that included as the lowest rate shown on each Supplemental Pricing Worksheet. The Government has included the most recent contract prices as Attachment 014. These prices represent the direct compensation to the HCW plus the Contractor's overhead, profit and other indirect costs such as, but not limited to, General and Administrative expense. The direct compensation rate to the HCW is not available, and

f. For Notional Task Orders NTO001 and NTO002, the offeror shall complete the appropriate tab using the Government provided file Business Proposal.xls. The information provided on the Supplemental Pricing Worksheets will be used to determine price realism during the evaluation of the offeror's proposal.

#### 4. PROPOSAL EVALUATION

4.1. Past Performance is significantly more important than the Management Plan. The combination of Technical Proposal factors (Past Performance and Management Plan) is significantly more important than the combined Business Proposal evaluation factors (Completeness, Reasonableness, and Realism).

4.2. The Government reserves the right to award without discussions. It should be noted that award may be made to other than the lowest priced offer. Offerors are therefore cautioned that each initial offer should contain the offeror's best terms.

4.3. The Government may set the competitive range following evaluation of technical and business proposals and conduct discussions with remaining offerors. Discussions may be in person, by telephone, or in writing at the discretion of the contracting officer.

4.4. The minimum quantity per contract awarded will be at least one CLIN (CLINs 0001 through 0004) for the period 01 July 03 through 30 September 03. The Government will determine which CLINs are awarded to each successful offeror (via Task Order) at the time of award of the basic contract. Task Orders for the minimum quantities will be issued concurrent with the award of each contract. Task Orders issued after the minimum quantities are satisfied will be priced individually at the time of Task Order proposal request (See Section H for Task Order procedures).

##### 4.5 Technical Proposal Evaluation.

a. Past Performance. The Government will evaluate the "risk to the Government" associated with the offeror's past performance. The Government will give greater consideration to past performance (minimum, maximum and notional



quantities) that is most relevant to the solicitation. Past performance not as relevant will warrant a greater technical risk assessment. The most relevant past performance will be those references that most closely match the solicitation requirements in terms of Scope (i.e. the type of HCWs in settings similar to the requirements [clinical environment]) and, Magnitude (i.e. the numbers of HCWs provided by labor category) and, Complexity (i.e. the range and depth of labor categories, geographic similarity to the requirement [i.e. metropolitan versus rural]), single/multi-site, single/multi specialty, and experience with incentive plans). Medical experience, although relevant, is less relevant than comparable dental experience. The Government reserves the right to contact the points of contact identified in the offeror's proposal for the purpose of verifying the offeror's record of past performance. Also, the Government will not restrict its past performance evaluation to the information submitted by offerors but will consider any other information in its possession.

b. Management Plan. The Government will evaluate the "risk to the Government" associated with the offeror's Management Plan. The Government will not assume that the offeror possesses any capability unless it is specified in their proposal. The Government will evaluate the offeror's approach to Recruitment, Retention, Pre-Credentialing, and Sub-Contracting and Teaming as stated in section 3.9.

#### 4.6. Business Proposal Evaluation.

a. Adequate price competition is expected for this acquisition. The Business Proposal will be evaluated with consideration to the following factors:

(1) Completeness. All price information, certifications, and supporting documentation required by the Request for Proposal (RFP) has been submitted, and

(2) Reasonableness. The degree to which the proposed prices compare to the prices that a reasonable and prudent person would expect to incur for the same or similar services, and

(3) Realism. The offeror's CLIN/SLIN prices and information provided on the Supplemental Pricing Worksheets will be used in the evaluation of the offeror's proposal. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation and the average compensation for best value determinations. The offeror's CLIN/SLIN prices and supplemental pricing worksheets will be examined to identify unusually low cost estimates, understatements of costs, inconsistent pricing patterns, potential misunderstandings of the solicitation requirements, and the related risk of personnel recruitment and retention problems during contract performance.

5. TECHNICAL QUESTIONS. Offerors must submit all technical questions concerning this solicitation in writing to the Contract Specialist listed below. The Naval Medical Logistics Command must receive the questions not later than 15 calendar days after the issue date (Block 5 of SF 33) of this solicitation. The Contract Specialist will answer questions that may affect offers in an amendment to the solicitation. The Contract Specialist will not disclose the source of the questions. Questions shall be referred to:

Naval Medical Logistics Command  
ATTN: Code 022 (Mrs. Donna Blackstone)  
1681 Nelson Street  
Fort Detrick, MD 21702-9203  
Telephone: (301) 619-2062  
FAX (301) 619-6793  
Email to: drblackstone@nmlc.med.navy.mil

6. LIMITATION OF PAYMENT FOR PERSONAL SERVICES. Under the provisions of 10 U.S.C. 1091 and DODI 6025.5, "Personal Services Contracting", implemented 6 January 1995, the total amount of compensation paid to an individual direct health care provider in any year cannot exceed the full time equivalent annual rate specified in 10 U.S.C. 1091.

7. PRE-PROPOSAL CONFERENCE. The Government will not conduct a pre-proposal conference for this acquisition.

8. SITE VISITS. The Government will not conduct a site visit for this acquisition.

#### 9. REVIEW OF AGENCY PROTESTS

9.1. The contracting activity, Naval Medical Logistics Command, will process agency protests in accordance with the requirements set forth in FAR 33.101(d).

9.2. Pursuant to FAR 33.101(d)(4), agency protests may be filed directly with the appropriate reviewing authority; or a protester may appeal a decision rendered by a Contracting Officer to the appropriate reviewing authority.

9.3. The reviewing authority for Mrs. Donna Blackstone is Mrs. Terry Horst, Naval Medical Logistics Command, Code 02, 1681 Nelson Street, Fort Detrick, MD 21702-9203. Agency procurement protests should clearly identify the initial adjudicating official, i.e., the, "Contracting Officer" or the, "Reviewing Official".

9.4. Offerors should note this review of the Contracting Officer's decision will not extend GAO's timeliness requirements. Therefore, any subsequent protest to GAO must be filed within 10 days of knowledge of initial adverse agency action.

#### 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of multiple Firm Fixed-Price contracts resulting from this solicitation.

(End of clause)

#### 52.222-46 EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)

(a) Recompensation of service contracts may in some cases result in lowering the compensation (salaries and fringe benefits) paid or furnished professional employees. This lowering can be detrimental in obtaining the quality of professional services needed for adequate contract performance. It is therefore in the Government's best interest that professional employees, as defined in 29 CFR 541, be properly and fairly compensated. As part of their proposals, offerors will submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. The Government will evaluate the plan to assure that it reflects a sound management approach and understanding of the contract requirements. This evaluation will include an assessment of the offeror's ability to provide uninterrupted high-quality work. The professional compensation proposed will be considered in terms of its impact upon recruiting and retention, its realism, and its consistency with a total plan for compensation. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure.

(b) The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines, and professional job difficulty. Additionally, proposals envisioning compensation levels lower than those of predecessor contractors for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted high-quality work, and availability of required competent professional service employees. Offerors are cautioned that lowered compensation for essentially the same professional work may indicate lack of sound management judgment and lack of understanding of the requirement.

(c) The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor's ability to attract and retain competent professional service employees, may be viewed as evidence of failure to comprehend the complexity of the contract requirements.

(d) Failure to comply with these provisions may constitute sufficient cause to justify rejection of a proposal.

(End of provision)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil>

252.204-7001 COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE REPORTING (AUG 1999)

(a) The offeror is requested to enter its CAGE code on its offer in the block with its name and address. The CAGE code entered must be for that name and address. Enter "CAGE" before the number.

(b) If the offeror does not have a CAGE code, it may ask the Contracting Officer to request one from the Defense Logistics Information Service (DLIS). The Contracting Officer will--

(1) Ask the Contractor to complete section B of a DD Form 2051, Request for Assignment of a Commercial and Government Entity (CAGE) Code;

(2) Complete section A and forward the form to DLIS; and

(3) Notify the Contractor of its assigned CAGE code.

(c) Do not delay submission of the offer pending receipt of a CAGE code.

(End of provision)

## SECTION M Evaluation Factors for Award

### 1. EVALUATION CRITERIA AND BASIS FOR AWARD.

1.1. The Government intends to award at least 3 multiple indefinite delivery indefinite quantity (ID/IQ) contracts resultant from the issuance of this solicitation to those responsible offerors submitting proposals that are determined most advantageous to the Government, price and other factors considered. The evaluation of proposals will be based on a technical evaluation of Past Performance, the Management Plan, and the Business Proposal submitted by each offeror. The Government intends to make multiple awards under this solicitation to allow for maximum competition for future task order awards. Awards under this procurement will be made to the offerors determined to be the best value to the Government.

1.2. The combined factors Past Performance and Management Plan are significantly more important than Price. In the evaluation of offerors' proposals, Past Performance is significantly more important than the Management Plan. Additionally, the combined technical evaluation factors of Past Performance and Management Plan are significantly more important than the combined price evaluation factors of Completeness, Reasonableness, and Realism. However, the closer the merits of the technical proposal are to one another, the greater will be the importance of Price in making the award determination. In the event that two or more proposals are determined not to have any substantial technical differences (i.e. are technically equivalent), award may be made to the lower priced proposal. It should be noted that award may be made to other than the lowest priced offer if the Government determines that a price premium is warranted due to technical merit. A price premium may also be considered to facilitate award of contracts to three or more different offerors to gain the advantages associated with increased competition for future task orders.

1.3. Awards may also be made on the basis of initial offers without discussions. Offerors are therefore cautioned that each initial offer should contain the offeror's best terms.

1.4. Technical Proposals submitted in response to this solicitation will be evaluated in accordance with the two technical factors of Past Performance and Management Plan. In the evaluation of offerors' proposals, Past Performance is significantly more important than the Management Plan. See Section L, paragraph 4.5.

1.5. Business Proposals submitted response to this solicitation will be evaluated in consideration of the following factors in Section L, paragraph 4.6.:

- a. Completeness, and
- b. Reasonableness, and
- c. Realism.

1.6. Competitive Range. In accordance with FAR 15.306(c), "Competitive Range", the Government will evaluate all proposals and, if discussions are to be conducted, the Government will establish a competitive range. Based on the ratings of each proposal against all evaluation criteria, the Contracting Officer will establish a competitive range comprised of all the most highly rated proposals. The Contracting Officer may further reduce the competitive range for purposes of efficiency. Discussions may be in person, be telephone, or in writing at the discretion of the Contracting Officer. Section L, paragraphs 4.5 and 4.6 list the factors that will be used to evaluate each offeror's proposal.

END SECTION M

ATTACHMENT 001  
POSITION SPECIFIC STATEMENT OF WORK  
DENTAL HYGIENIST  
NAVAL DENTALCENTER GULF COAST, PENSACOLA, FL  
AND SUBORDINATE BRANCH CLINICS AS IDENTIFIED HEREIN

1. LABOR CATEGORY. The Contractor shall provide DENTAL HYGIENIST services as referenced in Section B, CLIN 0001 in the following locations and quantities:

1.1. SLIN 0001AA, Branch Dental Clinic, Naval Aviation Technical Training Center, Pensacola, FL 0.5 FTE (264 hours), and

1.2. SLIN 0001AB, Branch Dental Clinic, Corry Station, Pensacola, FL 0.5 FTE (264 hours), and

1.3. SLIN 0001AC, Branch Dental Clinic, Panama City, FL 0.5 FTE (264 hours), and

1.4. SLIN 0001AD, Branch Dental Clinic, New Orleans, LA 2.0 FTE (1,056 hours), and

1.5. SLIN 0001AE, Branch Dental Clinic, Naval Construction Battalion Center, Gulfport, MS 1.0 FTE (528 hours), and

1.6. SLIN 0001AF, Branch Dental Clinic, Meridian, MS 1.0 FTE (528 hours), and

1.7. SLIN 0001AG, Branch Dental Clinic Pascagoula, MS 1.0 FTE (528 hours), and

1.8. SLIN 0001AH, Branch Dental Clinic Naval Air Station, Corpus Christi, TX 0.5 FTE (264 hours), and

1.9. SLIN 0001AJ, NAS Kingsville, TX 0.5 FTE (264 hours), and

1.10. SLIN 0001AK, Branch Dental Clinic, Naval Air Station, Fort Worth, TX 1.0 FTE (528 hours), and

1.11. SLIN 0001AL, Branch Dental Clinic, Ingleside, TX 1.0 FTE (528 hours).

2. DUTY HOURS. The Branch Clinic Director will provide specific schedules for daily starting and ending working hours at each clinic location at least 2 weeks in advance. In all cases though, HCWs shall provide services Monday through Friday, excluding Federal holidays, as stated in the basic contract, between the hours of 0600 and 1800. Full-time HCWs shall provide 40 hours of compensated service Monday through Friday. Part-time HCWs shall provide 20 hours of compensated service Monday through Friday.

3. ABSENCES AND LEAVE. HCWs shall accrue leave as stated in the basic contract.

4. CREDENTIALING REQUIREMENTS. The Contractor shall submit credentialing information to the Professional Affairs Coordinator, Naval Dental Center Gulf Coast, Pensacola, FL (via the COR) 30 days prior to performing services under this contract. HCWs shall also complete an Individual Professional File (IPF) as stated in the Section C of the basic contract.

5. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

5.1. Become familiar with and follow Navy standardized concepts of Phased Dentistry and Managed Dental Care.

5.2. Maintain continuing education throughout the term of the contract.

5.3. Direct supporting Government employees assigned to him or her during the performance of clinical procedures. Such direction and interaction will comply with Government and professional clinical standards and

accepted protocols. The HCW will be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining statistical records of his or her clinical workload, participating in dental education programs, preparing documentation for boards, and participating in clinical staff quality assurance functions at the prerogative of the Commanding Officer.

#### 6. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL HYGIENISTS ARE AS FOLLOWS:

6.1. Routine workload is scheduled by the DTF. If determined by the Commanding Officer, HCW may participate in an enhanced work schedule program that allows a "power prophylaxis team" to provide multi-chair dentistry. This team may consist of Dentist/RDH in conjunction with an expanded functions assistant and may perform treatment on more than one patient per hour. The Primary workload is a result of appointments generated by patient activity through the Comprehensive General Dentistry Department or scheduled through the DTF. The HCW has sole clinical responsibility for diagnostic examinations and the development of comprehensive treatment plans, provision of mandated surveillance and preventive services and, the quality and timeliness of treatment records and reports required to document procedures performed and care provided. The HCW shall provide comprehensive dental care within the personnel, equipment, and supply capabilities of the DTF. Because patients frequently have overlapping, multiple problems and often require multidisciplinary, long-term treatment, the HCW shall refer patients to staff specialists for consultative opinions and continuation of care. The HCW shall also provide care to patients that other staff providers have referred for consultation and treatment.

6.2. Review and complete preliminary dental examinations for new periodontal and recall patients. Oversee and manage periodontal patient recall programs.

6.3. Review patient's medical and dental history for evidence of past and present conditions such as medical illnesses and use of drugs that may complicate or modify dental hygiene treatment.

6.4. Examine teeth and surrounding tissues for evidence of caries and periodontal disease, and then record findings.

6.5. Inspect head and neck, examine mouth, throat and pharynx for evidence of disease such as oral cancer and/or soft tissue pathosis.

6.6. Expose, develop and interpret radiographs to identify tooth structure, periodontal support and other abnormalities such as periodontal bone loss, periapical pathosis, caries, defective restorations, improper tooth contours and contact relationships.

6.7. Refer suspected medical conditions, hard and soft tissue abnormalities, caries, periapical and periodontal pathosis and traumatic or suspicious lesions to the dental officer for evaluation.

6.8. Perform pit and fissure sealant applications.

6.9. Develop dental hygiene treatment plans for patients including assessment of the problem, type and extent of treatment required and sequence of appointments to complete treatments.

6.10. Obtain blood pressure on patients presenting for treatment.

6.11. Perform complete oral prophylaxis and non-surgical periodontal treatment on ambulatory patients using ultrasonic and hand instruments.

6.12. Perform subgingival scaling, root planing and curettage under local anesthesia administered by a dental officer and perform topical fluoride applications.

6.13. Treat acute necrotizing ulcerative gingivitis.

- 6.14. Polish teeth and apply disclosing solutions, fluorides, desensitizing agents and other topical medications to the teeth for the purpose of controlling caries and dentinal hypersensitivity.
- 6.15. Clean and polish removable dental appliances worn by patients.
- 6.16. Maintain patient records in accordance with JCAHO and DTF requirements.
- 6.17. Comply with applicable quality assurance standards for preventive dentistry.
- 6.18. Instruct patients, individually and in group seminars, in proper oral hygiene using a variety of aids such as models of teeth, slides, toothbrushes, floss, disclosing tablets, mirrors, interproximal brushes and rubber tips.
- 6.19. Plan and adapt oral home care techniques to the specific need of the individual patient.
- 6.20. Explain causes of caries and periodontal disease to patients and the importance of nutrition in maintaining dental and systemic health.
- 6.21. Monitor, supervise and assist in training dental technicians involved in direct patient care to perform scaling, prophylaxes, polishing procedures, fluoride applications, sealants, and oral home care instructions. This may include preparing and presenting scheduled lectures to staff.
- 6.22. Maintain a record of patient treatment and number of patients treated.
- 6.23. Record oral condition of teeth and supporting tissues, type of therapy provided and progress notes.
- 6.24. Clean and maintain instruments and ensure their sterility.
- 6.25. Treat acute necrotizing ulcerative gingivitis.
- 6.26. Assist in Oral Diagnosis Sick Call to include exposing and developing periapical, bitewing and panoramic radiographs.
- 6.27. Provide oral prophylaxis, preventive dentistry procedures and non-surgical periodontal therapy.
- 6.28. Clean and maintain work area, including light mopping, to meet the clinic's standards.
- 6.29. Be assigned other duties consistent with the normal duties of a dental hygienist as directed by the Commander/Commanding Officer to include, but not limited to, participating in command quality improvement and assurance meetings.
- 6.30. Administration of local anesthesia (infiltration and block anesthesia) is not a required qualification; however, if the appropriate background training and credentials exist, clinical privileges may be granted.
- 6.31. Clean and maintain common areas, including lunchrooms, break rooms, and patient waiting areas to meet the clinic's standards.

#### 7. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL HYGIENISTS.

- 7.1. Possess a degree or certificate in dental hygiene from a school of dental hygiene approved by the Council on Dental Education of the American Dental Association (ADA).
- 7.2. Hold a current, unrestricted license to practice dental hygiene in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands and maintenance of same.

7.3. Experience as a dental hygienist for at least 12 months within the preceding 24 months, OR have graduated from an ADA approved dental hygiene program within the preceding 12 months.

7.4. Either (a) successfully complete at least 12 classroom hours of continuing dental hygiene education within the preceding 18 months which maintain skills and knowledge in dental hygiene and preventive dentistry OR (b) have graduated from an ADA approved dental hygiene program within the preceding 12 months.

7.5. Letters of recommendation.

7.5.1. For incumbents, 1 letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.

7.5.2. For healthcare workers whom are not incumbents under Navy contracts, letters of recommendation from three practicing dentists attesting to the HCW's clinical skills. If a recent graduate per 7.3. above, the three letters of recommendation may be either from practicing dentists or from faculty members where the dental hygiene degree was received. Reference letters must have been written within the preceding three years and must include name, title, phone number, date of reference, address and signature of individual providing reference.



ATTACHMENT 002  
POSITION SPECIFIC STATEMENT OF WORK  
DENTAL ASSISTANT  
NAVAL DENTALCENTER GULF COAST, PENSACOLA, FL  
AND SUBORDINATE BRANCH CLINICS AS IDENTIFIED HEREIN

1. LABOR CATEGORY. The Contractor shall provide DENTAL ASSISTANT services as referenced in Section B, CLIN 0002 in the following locations and quantities:

- 1.1. SLIN 0002AA, Branch Dental Clinic, Naval Air Station, Pensacola, FL 5.0 FTE (2,640 hours), and
- 1.2. SLIN 0002AB, Branch Dental Clinic, Naval Aviation Technical Training Center, Pensacola, FL 9.0 FTE (4,752 hours), and
- 1.3. SLIN 0002AC, Branch Dental Clinic, Naval Technical Training Center Corry Station, Pensacola, FL 2.0 FTE (1,056 hours), and
- 1.4. SLIN 0002AD, Branch Dental Clinic, Naval Air Station, Whiting Field, FL 1.0 FTE (528 hours), and
- 1.5. SLIN 0002AE, Branch Dental Clinic, New Orleans, LA 3.0 FTE (1,584 hours), and
- 1.6. SLIN 0002AF, Branch Dental Clinic, Naval Construction Battalion Center, Gulfport, MS 1.0 FTE (528 hours), and
- 1.7. SLIN 0002AG, Branch Dental Clinic, Meridian, MS 3.0 FTE (1,584 hours), and
- 1.8. SLIN 0002AH, Branch Dental Clinic Pascagoula, MS 1.0 FTE (528 hours), and
- 1.9. SLIN 0002AJ, Branch Dental Clinic, Naval Support Activity, Millington, TN 3.0 FTE (1,584 hours), and
- 1.10. SLIN 0002AK, Branch Dental Clinic Naval Air Station, Corpus Christi, TX 3.0 FTE (1,584 hours), and
- 1.11. SLIN 0002AL, Branch Dental Clinic, Naval Air Station, Kingsville, TX 1.0 FTE (528 hours), and
- 1.12. SLIN 0002AM, Branch Dental Clinic, Naval Air Station, Fort Worth, TX 2.0 FTE (1,056 hours).

2. DUTY HOURS. The Branch Clinic Director will provide specific schedules for daily starting and ending working hours at each clinic location at least 2 weeks in advance. In all cases though, HCWs shall provide services Monday through Friday, excluding Federal holidays, as stated in the basic contract, between the hours of 0600 and 1800. Full-time HCWs shall provide 40 hours of compensated service Monday through Friday. Part-time HCWs shall provide 20 hours of compensated service Monday through Friday.

3. ABSENCES AND LEAVE. The HCWs shall accrue leave as stated in the basic contract.

4. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

- 4.1. Provide for the examination, treatment, and disposition of patients compatible with the DTF's operating capacity and equipment.
- 4.2. Coordinate with other health care departments and Clinic staff members to provide complete care including but not limited to, preventive dentistry procedures and non-surgical periodontal therapy, to active duty personnel and eligible beneficiary patients.
- 4.3. Provide training to staff for routine dental assistant activities and procedures so that the benefit of routine care can be accrued.

4.4. Be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining statistical records of the HCW's clinical workload, participating in dental education programs, preparing documentation for boards, and participating in clinical staff quality assurance functions at the prerogative of the Commanding Officer.

4.5. Become familiar with and follow standardized Navy concepts of Phased Dentistry and Managed Dental Care.

4.6. Be responsible for a full range of dental assisting procedures in support of Dental Officer examinations and delivery of treatment under the multi-chair/expanded functions format within the personnel and equipment capabilities and limitations of the DTF. The HCW shall aid in the provision of mandated dental surveillance and preventive services and assist in ensuring the quality and timeliness of treatment records and reports required to document procedures performed and care provided. The HCW shall also refer patients who present with a complaint to staff dentists for evaluation and continuation of care and attend multidisciplinary treatment team meetings on behalf of the dental officers.

5. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL ASSISTANTS. The HCW shall:

5.1. Perform a full range of dental assistant duties, within the scope of this statement of work, on site using Government furnished supplies, facilities and equipment within the assigned unit of the DTF. Workload occurs as a result of scheduled and unscheduled requirements for care. The HCW's actual clinical performance will be a function of the overall demand for dental assisting services. The HCW's productivity is expected to be comparable to that of other dental assistants assigned to the same facility and authorized the same scope of practice. The HCW shall either possess skills in placement of sealants or be willing to receive training of same which will be provided by dental treatment facility.

5.2. Maintain patient records in accordance with JCAHO and DTF requirements.

5.3. Select and arrange instruments and prepare set-ups for patient treatment.

5.4. Assist during patient examination and treatment.

5.5. Assist during administration of anesthesia.

5.6. Assist in placement and removal of sutures.

5.7. Prepare restorative and impression materials.

5.8. Dispose of contaminated waste in accordance with the standard procedures of the DTF.

5.9. Load and unload radiographic film cassettes.

5.10. Expose bitewing, periapical and occlusal film utilizing bisecting angle or paralleling radiographic techniques.

5.11. Perform radiographic darkroom procedures to include manual and automatic film processing.

5.12. Instruct on basic oral hygiene care.

5.13. Maintain operatory to meet the clinic's cleanliness and infection control standards.

5.14. Perform other duties consistent with the normal duties of a multi-chair/expanded functions dental assistant as directed by the Commanding Officer to include, but not limited to, working at the appointments desk, performing Central Sterile Supply functions, and participating in command quality improvement and assurance meetings, etc.

5.15. Under the supervision of a dentist, all HCWs may be permitted to participate in the Expanded Functions training program and certification in accordance with BUMEDINST 6600.13 and local directives at the Commanding Officer's discretion.

5.16. Clean and maintain common areas, including lunchrooms, break rooms, and patient waiting areas to meet the clinic's standards.

6. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL ASSISTANTS ARE AS FOLLOWS:

6.1. Possess a Certificate or Associate Degree as a dental assistant/technician from a state accredited program and 12 months experience within the preceding 60 months OR certification from a military dental technician or dental assistant "A" school and 12 months experience within the preceding 60 months OR certification from a Red Cross Dental Assistant course and 12 months experience within the preceding 60 months OR certification from a Military Red Cross Dental Assistant course within the preceding 6 months OR 36 months experience within the preceding 60 months as a dental assistant in a private practice or a military Clinic OR membership in good standing with the American Association of Dental Assistants with required continuing education and 12 months experience within the preceding 60 months OR graduation from a state accredited program for dental assistants or dental technology within the preceding 12 months.

6.2. Letters of recommendation.

6.2.1. For incumbents, 1 letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.

6.2.2. For healthcare workers whom are not incumbents under Navy contracts, three letters of recommendation, at least two of which must be from either practicing dentists or faculty members where the HCW received his/her dental assistant training. The letters must attest to the HCW's clinical skills, patient rapport, etc. Recommendation letters must include name, title, phone number, date of reference, address and signature of individual providing the letter. The third letter may be from a previous employer. Reference letters must have been written within the preceding three years.

6.3. Certification or permit for use of dental X-ray equipment.

6.4. For Dental Assistants Seeking Qualification as Expanded Functions Dental Assistants. Although there is no requirement for this credential in CLINs 0002 and 0004, the Government reserves the right to seek this additional credential upon notification to the Contractor. For dental assistants seeking qualification as an Expanded Functions Dental Assistant, at least one of the following additional credentials is required:

6.4.1. Successful completion of the Expanded Functions training program and certification in accordance with BUMEDINST 6600.13 (<http://navymedicine.med.navy.mil/instructions/external/6600-13.pdf>) or equivalent DoD Expanded Functions training program and certification, or

6.4.2. Graduation from an Expanded Functions Dental Assisting program accredited by the Commission on Dental Accreditation of the American Dental Association within the last 5 years and at least 1,000 hours of work experience in the past two years performing expanded functions, or

6.4.3. Successful completion of Dental Assisting National Board Certification Examination and at least 1,000 hours of work experience in the past two years performing expanded functions, or

6.4.4. Successful completion of a state Expanded Functions Dental Assisting Certification Examination, and current certification to practice Expanded Functions Dental Assisting in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands; maintenance of same; and, at least 1,000 hours of work experience in the past two years performing expanded functions, or

6.4.5. Dental Assistants who have been trained in other programs to perform expanded functions having at least 1,000 hours of work experience in the past two years performing the functions listed in <http://navymedicine.med.navy.mil/instructions/external/6600-13.pdf> may qualify for this position by credential.

ATTACHMENT 003  
POSITION SPECIFIC STATEMENT OF WORK  
DENTAL ASSISTANT  
KEESLER AIR FORCE BASE, BILOXI, MS

1. LABOR CATEGORY. The Contractor shall provide DENTAL ASSISTANT services as referenced in Section B, CLIN 0002AN for Keesler Air Force Base Biloxi, MS 2.0 FTE (1,392 hours)

2. DUTY HOURS. The Branch Clinic Director will provide specific schedules for daily starting and ending working hours at least 2 weeks in advance. In all cases though, HCWs shall provide services Monday through Friday, excluding Federal holidays, as stated in the basic contract, between the hours of 0600 and 1800. Full-time HCWs shall provide 40 hours of compensated service Monday through Friday. Part-time HCWs shall provide 20 hours of compensated service Monday through Friday.

3. ABSENCES AND LEAVE. The HCWs shall accrue leave as stated in the basic contract.

4. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

4.1. Provide for the examination, treatment, and disposition of patients compatible with the DTF's operating capacity and equipment.

4.2. Coordinate with other health care departments and Clinic staff members to provide complete care including but not limited to, preventive dentistry procedures and non-surgical periodontal therapy, to active duty personnel and eligible beneficiary patients.

4.3. Provide training to staff for routine dental assistant activities and procedures so that the benefit of routine care can be accrued.

4.4. Be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining statistical records of the HCW's clinical workload, participating in dental education programs, preparing documentation for boards, and participating in clinical staff quality assurance functions at the prerogative of the Commanding Officer/Commander.

4.5. Become familiar with and follow standardized concepts of Phased Dentistry and Managed Dental Care.

4.6. Be responsible for a full range of dental assisting procedures in support of Dental Officer examinations and delivery of treatment under the "four handed dentistry" format within the personnel and equipment capabilities and limitations of the DTF. The HCW shall aid in the provision of mandated dental surveillance and preventive services and assist in ensuring the quality and timeliness of treatment records and reports required to document procedures performed and care provided. The HCW shall also refer patients who present with a complaint to staff dentists for evaluation and continuation of care and attend multidisciplinary treatment team meetings on behalf of the dental officers.

5. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL ASSISTANTS. The HCW shall:

5.1. Perform a full range of dental assistant duties, within the scope of this statement of work, on site using Government furnished supplies, facilities and equipment within the assigned unit of the DTF. Workload occurs as a result of scheduled and unscheduled requirements for care. The HCW's actual clinical performance will be a function of the overall demand for dental assisting services. The HCW's productivity is expected to be comparable to that of other dental assistants assigned to the same facility and authorized the same scope of practice.

5.2. Maintain patient records in accordance with JCAHO and DTF requirements.

5.3. Select and arrange instruments and prepare set-ups for patient treatment.

- 5.4. Assist during patient examination and treatment.
- 5.5. Assist during administration of anesthesia.
- 5.6. Assist in placement and removal of sutures.
- 5.7. Prepare restorative and impression materials.
- 5.8. Dispose of contaminated waste in accordance with the standard procedures of the DTF.
- 5.9. Load and unload radiographic film cassettes.
- 5.10. Expose bitewing, periapical and occlusal film utilizing bisecting angle or paralleling radiographic techniques.
- 5.11. Perform radiographic darkroom procedures to include manual and automatic film processing.
- 5.12. Instruct on basic oral hygiene care.
- 5.13. Maintain operatory to meet the clinic's cleanliness and infection control standards.
- 5.14. Perform other duties consistent with the normal duties of a multi-chair dental assistant as directed by the Commanding Officer to include, but not limited to, working at the appointments desk, performing Central Sterile Supply functions, and participating in command quality improvement and assurance meetings, etc.
- 5.15. Under the supervision of a dentist, all HCWs may be permitted to participate in the Expanded Functions training program and certification in accordance with Air Force Instructions and local directives at the Commanding Officer's/Commander's discretion.
- 5.16. Clean and maintain common areas, including lunchrooms, break rooms, and patient waiting areas to meet the clinic's standards.

**6. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL ASSISTANTS ARE AS FOLLOWS:**

6.1. Possess a Certificate or Associate Degree as a dental assistant/technician from a state accredited program and 12 months experience within the preceding 60 months OR certification from a military dental technician or dental assistant "A" school and 12 months experience within the preceding 60 months OR certification from a Red Cross Dental Assistant course and 12 months experience within the preceding 60 months OR certification from a Military Red Cross Dental Assistant course within the preceding 6 months OR 36 months experience within the preceding 60 months as a dental assistant in a private practice or a military Clinic OR membership in good standing with the American Association of Dental Assistants with required continuing education and 12 months experience within the preceding 60 months OR graduation from a state accredited program for dental assistants or dental technology within the preceding 12 months.

**6.2. Letters of recommendation.**

6.2.1. For incumbents, 1 letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.

6.2.2. For healthcare workers whom are not incumbents under Navy contracts, three letters of recommendation, at least two of which must be from either practicing dentists or faculty members where the HCW received his/her dental assistant training. The letters must attest to the HCW's clinical skills, patient rapport, etc. Recommendation letters must include name, title, phone number, date of reference, address and signature of individual providing the letter. The third letter may be from a previous employer. Reference letters must have been written within the preceding three years.

6.3. Certification or permit for use of dental X-ray equipment.

6.4. For Dental Assistants Seeking Qualification as Expanded Functions Dental Assistants. Although there is no requirement for this credential in CLINs 0002 and 0004, the Government reserves the right to seek this additional credential upon notification to the Contractor. For dental assistants seeking qualification as an Expanded Functions Dental Assistant, at least one of the following additional credentials is required:

6.4.1. Successful completion of the Expanded Functions training program and certification in accordance with BUMEDINST 6600.13 (<http://navymedicine.med.navy.mil/instructions/external/6600-13.pdf>) or equivalent DoD Expanded Functions training program and certification, or

6.4.2. Graduation from an Expanded Functions Dental Assisting program accredited by the Commission on Dental Accreditation of the American Dental Association within the last 5 years and at least 1,000 hours of work experience in the past two years performing expanded functions, or

6.4.3. Successful completion of Dental Assisting National Board Certification Examination and at least 1,000 hours of work experience in the past two years performing expanded functions, or

6.4.4. Successful completion of a state Expanded Functions Dental Assisting Certification Examination, and current certification to practice Expanded Functions Dental Assisting in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands; maintenance of same; and, at least 1,000 hours of work experience in the past two years performing expanded functions, or

6.4.5. Dental Assistants who have been trained in other programs to perform expanded functions having at least 1,000 hours of work experience in the past two years performing the functions listed in <http://navymedicine.med.navy.mil/instructions/external/6600-13.pdf> may qualify for this position by credential.

ATTACHMENT 004  
POSITION SPECIFIC STATEMENT OF WORK  
DENTAL HYGIENIST  
NAVAL DENTALCENTER SOUTHEAST, JACKSONVILLE, FL  
AND SUBORDINATE BRANCH CLINICS AS IDENTIFIED HEREIN

1. LABOR CATEGORY. The Contractor shall provide DENTAL HYGIENIST services as referenced in Section B, CLIN 0003 in the following locations and quantities:

1.1. SLIN 0003AA, Jacksonville FL area Branch Dental Clinics including Branch Dental Clinic, Naval Air Station, Jacksonville, FL 2.0 FTE (1,056 hours); and Branch Dental Clinic, Naval Station, Mayport, FL 4.0 FTE (2,112 hours); and Branch Dental Clinic, Naval Submarine Base, Kings Bay, GA 1.0 FTE (528 hours), and

1.2. SLIN 0003AB Branch Dental Clinic, Naval Air Station, Key West, FL 1.0 FTE (528 hours), and

1.3. SLIN 0003AC Branch Dental Clinic Atlanta, Naval Air Station, Marietta, GA 1.0 FTE (528 hours).

1.4. SLIN 0003AD Branch Dental Clinic Charleston, 110 NNPTC Circle, Bldg 2417, Goose Creek, SC 1.0 FTE (528 hours).

2. DUTY HOURS. The Branch Clinic Director will provide specific schedules for daily starting and ending working hours at each clinic location at least 2 weeks in advance. In all cases though, HCWs shall provide services Monday through Friday, excluding Federal holidays, as stated in the basic contract, between the hours of 0600 and 1800. Full-time HCWs shall provide 40 hours of compensated service Monday through Friday. Part-time HCWs shall provide 20 hours of compensated service Monday through Friday.

3. ABSENCES AND LEAVE. HCWs shall accrue leave as stated in the basic contract.

4. CREDENTIALING REQUIREMENTS. The Contractor shall submit credentialing information to the Professional Affairs Coordinator, Naval Dental Center Southeast, Jacksonville FL (via the COR) 30 days prior to performing services under this contract. HCWs shall also complete an Individual Professional File (IPF) as stated in the Section C of the basic contract.

5. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

5.1. Become familiar with and follow Navy standardized concepts of Phased Dentistry and Managed Dental Care.

5.2. Maintain continuing education throughout the term of the contract.

5.3. Direct supporting Government employees assigned to him or her during the performance of clinical procedures. Such direction and interaction will comply with Government and professional clinical standards and accepted protocols. The HCW will be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining statistical records of his or her clinical workload, participating in dental education programs, preparing documentation for boards, and participating in clinical staff quality assurance functions at the prerogative of the Commanding Officer.

6. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL HYGIENISTS ARE AS FOLLOWS:

6.1. Routine workload is scheduled by the DTF. Primary workload is a result of appointments generated by patient activity through the Comprehensive General Dentistry Department or scheduled through the DTF. The HCW has sole clinical responsibility for diagnostic examinations and the development of comprehensive treatment plans, provision of mandated surveillance and preventive services and, the quality and timeliness of treatment records and reports required to document procedures performed and care provided. The HCW shall



provide comprehensive dental care within the personnel, equipment, and supply capabilities of the DTF. Because patients frequently have overlapping, multiple problems and often require multidisciplinary, long-term treatment, the HCW shall refer patients to staff specialists for consultative opinions and continuation of care. The HCW shall also provide care to patients that other staff providers have referred for consultation and treatment.

6.2. Review and complete preliminary dental examinations for new periodontal and recall patients. Oversee and manage periodontal patient recall programs.

6.3. Review patient's medical and dental history for evidence of past and present conditions such as medical illnesses and use of drugs that may complicate or modify dental hygiene treatment.

6.4. Examine teeth and surrounding tissues for evidence of caries and periodontal disease, and then record findings.

6.5. Inspect head and neck, examine mouth, throat and pharynx for evidence of disease such as oral cancer and/or soft tissue pathosis.

6.6. Expose, develop and interpret radiographs to identify tooth structure, periodontal support and other abnormalities such as periodontal bone loss, periapical pathosis, caries, defective restorations, improper tooth contours and contact relationships.

6.7. Refer suspected medical conditions, hard and soft tissue abnormalities, caries, periapical and periodontal pathosis and traumatic or suspicious lesions to the dental officer for evaluation.

6.8. Perform pit and fissure sealant applications.

6.9. Develop dental hygiene treatment plans for patients including assessment of the problem, type and extent of treatment required and sequence of appointments to complete treatments.

6.10. Obtain blood pressure on patients presenting for treatment.

6.11. Perform complete oral prophylaxis and non-surgical periodontal treatment on ambulatory patients using ultrasonic and hand instruments.

6.12. Perform subgingival scaling, root planing and curettage under local anesthesia administered by a dental officer and perform topical fluoride applications.

6.13. Treat acute necrotizing ulcerative gingivitis.

6.14. Polish teeth and apply disclosing solutions, fluorides, desensitizing agents and other topical medications to the teeth for the purpose of controlling caries and dentinal hypersensitivity.

6.15. Clean and polish removable dental appliances worn by patients.

6.16. Maintain patient records in accordance with JCAHO and DTF requirements.

6.17. Comply with applicable quality assurance standards for preventive dentistry.

6.18. Instruct patients, individually and in group seminars, in proper oral hygiene using a variety of aids such as models of teeth, slides, toothbrushes, floss, disclosing tablets, mirrors, interproximal brushes and rubber tips.

6.19. Plan and adapt oral home care techniques to the specific need of the individual patient.

6.20. Explain causes of caries and periodontal disease to patients and the importance of nutrition in maintaining dental and systemic health.

- 6.21. Monitor, supervise and assist in training dental technicians involved in direct patient care to perform scaling, prophylaxes, polishing procedures, fluoride applications and oral home care instructions. This may include preparing and presenting scheduled lectures to staff.
- 6.22. Maintain a record of patient treatment and number of patients treated.
- 6.23. Record oral condition of teeth and supporting tissues, type of therapy provided and progress notes.
- 6.24. Clean and maintain instruments and ensure their sterility.
- 6.25. Treat acute necrotizing ulcerative gingivitis.
- 6.26. Assist in Oral Diagnosis Sick Call to include exposing and developing periapical, bitewing and panoramic radiographs.
- 6.27. Provide oral prophylaxis, preventive dentistry procedures and non-surgical periodontal therapy.
- 6.28. Clean and maintain work area, including light mopping, to meet the clinic's standards.
- 6.29. Be assigned other duties consistent with the normal duties of a dental hygienist as directed by the Commander/Commanding Officer to include, but not limited to, participating in command quality improvement and assurance meetings.
- 6.30. Administration of local anesthesia (infiltration and block anesthesia) is not a required qualification; however, if the appropriate background training and credentials exist, clinical privileges may be granted.
- 6.31. Clean and maintain common areas, including lunchrooms, break rooms, and patient waiting areas to meet the clinic's standards.

## 7. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL HYGIENISTS.

- 7.1. Possess a degree or certificate in dental hygiene from a school of dental hygiene approved by the Council on Dental Education of the American Dental Association (ADA).
- 7.2. Hold a current, unrestricted license to practice dental hygiene in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands and maintenance of same.
- 7.3. Experience as a dental hygienist for at least 12 months within the preceding 24 months, OR have graduated from an ADA approved dental hygiene program within the preceding 12 months.
- 7.4. Either (a) successfully complete at least 12 classroom hours of continuing dental hygiene education within the preceding 18 months which maintain skills and knowledge in dental hygiene and preventive dentistry OR (b) have graduated from an ADA approved dental hygiene program within the preceding 12 months.
- 7.5. Letters of recommendation.
  - 7.5.1. For incumbents, 1 letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.
  - 7.5.2. For healthcare workers whom are not incumbents under Navy contracts, letters of recommendation from three practicing dentists attesting to the HCW's clinical skills. If a recent graduate per 7.3. above, the three letters

of recommendation may be either from practicing dentists or from faculty members where the dental hygiene degree was received. Reference letters must have been written within the preceding three years and must include name, title, phone number, date of reference, address and signature of individual providing reference.

ATTACHMENT 005  
POSITION SPECIFIC STATEMENT OF WORK  
DENTAL ASSISTANT  
NAVAL DENTALCENTER SOUTHEAST, JACKSONVILLE, FL  
AND SUBORDINATE BRANCH CLINICS AS IDENTIFIED HEREIN

1. LABOR CATEGORY. The Contractor shall provide DENTAL ASSISTANT services as referenced in Section B, CLIN 0004 in the following locations and quantities:

1.1. SLIN 0004AA Jacksonville FL area Branch Dental Clinics including Branch Dental Clinic, Naval Air Station, Jacksonville, FL 7.0 FTE (3,696 hours); and Branch Dental Clinic, Naval Station, Mayport, FL 14.0 FTE (7,392 hours); and Branch Dental Clinic, Naval Submarine Base, Kings Bay, GA 6.0 FTE (3,168 hours), and

1.2. 0004AB Branch Dental Clinic Naval Air Station, Key West, FL 1.0 FTE (528 hours), and

1.3. 0004C Branch Dental Clinic MCLB, Albany, GA 1.0 FTE (528 hours).

2. DUTY HOURS. The Branch Clinic Director will provide specific schedules for daily starting and ending working hours at each clinic location at least 2 weeks in advance. In all cases though, HCWs shall provide services Monday through Friday, excluding Federal holidays, as stated in the basic contract, between the hours of 0600 and 1800. Full-time HCWs shall provide 40 hours of compensated service Monday through Friday. Part-time HCWs shall provide 20 hours of compensated service Monday through Friday.

3. ABSENCES AND LEAVE. The HCWs shall accrue leave as stated in the basic contract.

4. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

4.1. Provide for the examination, treatment, and disposition of patients compatible with the DTF's operating capacity and equipment.

4.2. Coordinate with other health care departments and Clinic staff members to provide complete care including but not limited to, preventive dentistry procedures and non-surgical periodontal therapy, to active duty personnel and eligible beneficiary patients.

4.3. Provide training to staff for routine dental assistant activities and procedures so that the benefit of routine care can be accrued.

4.4. Be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining statistical records of the HCW's clinical workload, participating in dental education programs, preparing documentation for boards, and participating in clinical staff quality assurance functions at the prerogative of the Commanding Officer.

4.5. Become familiar with and follow standardized Navy concepts of Phased Dentistry and Managed Dental Care.

4.6. Be responsible for a full range of dental assisting procedures in support of Dental Officer examinations and delivery of treatment under the "four handed dentistry" format within the personnel and equipment capabilities and limitations of the DTF. The HCW shall aid in the provision of mandated dental surveillance and preventive services and assist in ensuring the quality and timeliness of treatment records and reports required to document procedures performed and care provided. The HCW shall also refer patients who present with a complaint to staff dentists for evaluation and continuation of care and attend multidisciplinary treatment team meetings on behalf of the dental officers.

5. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL ASSISTANTS. The HCW shall:

5.1. Perform a full range of dental assistant duties, within the scope of this statement of work, on site using Government furnished supplies, facilities and equipment within the assigned unit of the DTF. Workload occurs as a result of scheduled and unscheduled requirements for care. The HCW's actual clinical performance will be a function of the overall demand for dental assisting services. The HCW's productivity is expected to be comparable to that of other dental assistants assigned to the same facility and authorized the same scope of practice.

5.2. Maintain patient records in accordance with JCAHO and DTF requirements.

5.3. Select and arrange instruments and prepare set-ups for patient treatment.

5.4. Assist during patient examination and treatment.

5.5. Assist during administration of anesthesia.

5.6. Assist in placement and removal of sutures.

5.7. Prepare restorative and impression materials.

5.8. Dispose of contaminated waste in accordance with the standard procedures of the DTF.

5.9. Load and unload radiographic film cassettes.

5.10. Expose bitewing, periapical and occlusal film utilizing bisecting angle or paralleling radiographic techniques.

5.11. Perform radiographic darkroom procedures to include manual and automatic film processing.

5.12. Instruct on basic oral hygiene care.

5.13. Maintain operatory to meet the clinic's cleanliness and infection control standards.

5.14. Perform other duties consistent with the normal duties of a multi-chair dental assistant as directed by the Commanding Officer to include, but not limited to, working at the appointments desk, performing Central Sterile Supply functions, and participating in command quality improvement and assurance meetings, etc.

5.15. Under the supervision of a dentist, all HCWs may be permitted to participate in the Expanded Functions training program and certification in accordance with BUMEDINST 6600.13 and local directives at the Commanding Officer's discretion.

5.16. Clean and maintain common areas, including lunchrooms, break rooms, and patient waiting areas to meet the clinic's standards.

## 6. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL ASSISTANTS ARE AS FOLLOWS:

6.1. Possess a Certificate or Associate Degree as a dental assistant/technician from a state accredited program and 12 months experience within the preceding 60 months OR certification from a military dental technician or dental assistant "A" school and 12 months experience within the preceding 60 months OR certification from a Red Cross Dental Assistant course and 12 months experience within the preceding 60 months OR certification from a Military Red Cross Dental Assistant course within the preceding 6 months OR 36 months experience within the preceding 60 months as a dental assistant in a private practice or a military Clinic OR membership in good standing with the American Association of Dental Assistants with required continuing education and 12 months experience within the preceding 60 months OR graduation from a state accredited program for dental assistants or dental technology within the preceding 12 months.

## 6.2. Letters of recommendation.

6.2.1. For incumbents, 1 letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.

6.2.2. For healthcare workers whom are not incumbents under Navy contracts, three letters of recommendation, at least two of which must be from either practicing dentists or faculty members where the HCW received his/her dental assistant training. The letters must attest to the HCW's clinical skills, patient rapport, etc. Recommendation letters must include name, title, phone number, date of reference, address and signature of individual providing the letter. The third letter may be from a previous employer. Reference letters must have been written within the preceding three years.

## 6.3. Certification or permit for use of dental X-ray equipment.

6.4. For Dental Assistants Seeking Qualification as Expanded Functions Dental Assistants. Although there is no requirement for this credential in CLINs 0002 and 0004, the Government reserves the right to seek this additional credential upon notification to the Contractor. For dental assistants seeking qualification as an Expanded Functions Dental Assistant, at least one of the following additional credentials is required:

6.4.1. Successful completion of the Expanded Functions training program and certification in accordance with BUMEDINST 6600.13 (<http://navymedicine.med.navy.mil/instructions/external/6600-13.pdf>) or equivalent DoD Expanded Functions training program and certification, or

6.4.2. Graduation from an Expanded Functions Dental Assisting program accredited by the Commission on Dental Accreditation of the American Dental Association within the last 5 years and at least 1,000 hours of work experience in the past two years performing expanded functions, or

6.4.3. Successful completion of Dental Assisting National Board Certification Examination and at least 1,000 hours of work experience in the past two years performing expanded functions, or

6.4.4. Successful completion of a state Expanded Functions Dental Assisting Certification Examination, and current certification to practice Expanded Functions Dental Assisting in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands; maintenance of same; and, at least 1,000 hours of work experience in the past two years performing expanded functions, or

6.4.5. Dental Assistants who have been trained in other programs to perform expanded functions having at least 1,000 hours of work experience in the past two years performing the functions listed in <http://navymedicine.med.navy.mil/instructions/external/6600-13.pdf> may qualify for this position by credential.

ATTACHMENT 006  
INCENTIVE PLAN (IP)  
NAVAL DENTAL CENTER SOUTHEAST  
JACKSONVILLE, FL

I. INTRODUCTION. This plan defines the methods and responsibilities associated with determining any incentive awards to be granted to Contractor Enhanced Productivity Program (EPP) assigned healthcare workers via invoices submitted by the Contractor. No cash payments will be made under this IP. The objective of this IP is to reward Contractor healthcare worker's superior performance while maintaining superior quality. The Contractor healthcare worker may receive an incentive award based on the Government's objective evaluation of their individual performance in accordance with the Qualifying Performance criteria established in this Plan.

NOTE: If the contractor is an individual; i.e. the "Contractor" and the "healthcare worker" is the same person, then the terms "Contractor" and "healthcare worker" as applied herein, are synonymous.

II. TERMS.

A. Commanding Officer/Commander. In the context of this IP, the Government official who will approve final incentive award determinations via documentation submitted by the Branch Dental Clinic Directors and the COR (or Technical Assistant). The Commanding Officer/Commander may delegate this responsibility to another Government employee or a committee, typically a member(s) of his/her staff.

B. Contracting Officer. The Government employee at the Naval Medical Logistics Command with the authority to enter into, administer, modify, and/or terminate contracts and make related determinations and findings.

C. Contracting Officer's Representative (COR). The Government employee responsible for assuring Contractor performance through audit, documentation and liaison with the Contracting Officer. The COR is nominated by the Commanding Officer/Commander and appointed in writing by the Contracting Officer. For the purpose of implementing and monitoring this IP, the term, "Contracting Officer's Representative (COR)" and "Technical Assistant (TA)" have the same meaning and perform the same responsibilities under this IP.

D. Contractor Healthcare worker(s). An individual(s) employed by or subcontracted by the Contractor to provide services under this contract. If the contractor is an individual; i.e. the "Contractor" and the "healthcare worker" is the same person, then the terms "Contractor" and "healthcare worker" as applied herein, are synonymous.

E. Enhanced Work Schedule (EWS). The basis for this IP. An enhanced work schedule is a scheduled work period (days, weeks, etc. as defined herein) that is designed to yield significantly more productivity than normal work scheduling without sacrificing quality. An EWS shall always yield more productivity to the Government than any award granted under this IP.

F. Enhanced Productivity Program (EPP). A program (described herein) which is designed to trade non-cash incentive awards (specifically time-off) for significantly enhanced performance.

G. Incentive Award. The time-off (specified herein), based on a graduated scale of productivity increase during each EWS cycle, which can be awarded in accordance with this Plan. EWS cycles are defined in the paragraph entitled, "Period of Performance", as shown in enclosure (1) to this plan.

H. Government Employee. A person employed by the Government either as an Active Duty military member or as a civilian employee of the Department of the Navy.

I. Incentive Award (IA). An objectively calculated amount of paid time off (administrative leave) granted by the Commanding Officer to a Contractor healthcare worker if he/she meets the qualifying performance criteria while providing services within an EPP.

J. Incentive Plan (IP). This document. An IP identifies and clearly describes the criteria used to reward performance that meets objective Qualifying Performance (i.e. performance-based) Criteria.

K. Mitigating Event. Event(s) or occurrence(s) that mitigate Contractor healthcare worker performance either positively or negatively. Mitigating events do not include (a) illnesses, (b) leave time taken, (c) time lost to training, (d) power outages, (e) equipment failures, (f) holidays, (g) adverse weather conditions, (h) the Government's inability to provide and/or schedule patients and/or supplies, and/or (i) other infrastructure and/or support required to provide patient care.

L. NAVMEDLOGCOM. The Naval Medical Logistics Command, Ft Detrick, Frederick, MD. The acquisition and technical agent within the Navy's Bureau of Medicine and Surgery (BUMED) responsible for exercising day-to-day management of BUMED's health and dental care contracting programs.

M. Non-Qualifying Performance. Contractor healthcare worker performance that does not meet the Performance Criteria contained in this IP.

N. Performance Criteria. The objective performance to be calculated, assessed and reported under this IP.

O. Plan Monitor(s). Government employee(s) who calculate, assess and/or, report the performance of Contractor healthcare worker(s) in accordance with the procedures set forth in this IP. Plan Monitor(s) may include the COR (or Technical Assistant), Active Duty Dental Officers with EPP responsibilities, Branch Dental Clinic Director(s), the Director for Administrative Services (NDCSE), Comptroller (NDCSE), or any other Government employee designated by the Commanding Officer.

P. Qualifying Performance. Contractor healthcare worker performance that meets the Performance Criteria contained in this IP.

### III. ORGANIZATION and RESPONSIBILITIES.

A. The Plan Monitor(s), Naval Dental Center Southeast, Jacksonville, FL shall calculate, assess and report Contractor healthcare worker's performance under this IP to the Commanding Officer, Naval Dental Center Southeast, Jacksonville, FL and the COR (or Technical Assistant).

B. The Commanding Officer, Naval Dental Center Southeast, Jacksonville, FL (or Branch Dental Clinic Director, delegated representative or designated committee) shall approve any incentive awards and notify the Contracting Officer, NAVMEDLOGCOM of incentive awards granted. Notification shall be via the provision of copies of invoices (provided at least monthly) that have been signed and accepted for payment by the COR (or Technical Assistant).

C. The Contracting Officer, NAVMEDLOGCOM shall maintain oversight and responsibility for assuring that the terms and conditions of the plan are being objectively administered. If required, the Contracting Officer shall issue contract modifications and shall retain the exclusive right to notify the Contractor of any issues that arise under this IP.

D. The Contractor shall provide a proper invoice to the COR (or Technical Assistant).

E. The COR shall perform inspection and acceptance duties for all invoices submitted by the Contractor according to the terms and conditions of the contract and the Contract Administration Plan, if contained within this contract.

F. The contractually designated Defense Financing and Accounting Service Center (DFAS) shall pay all invoices approved by the COR.

G. The Executive Officer, NAVMEDLOGCOM shall be the Contractor's Ombudsman.

### IV. INCENTIVE AWARDS:



- A. The Government will grant incentive awards directly to the Contractor's healthcare worker(s). These awards will be based upon the Government's best business practice plan to increase productivity and reward exemplary individual performance and TEAMWORK.
- B. The Contractor shall make normal deductions to the healthcare worker(s) salary/remuneration to remain in compliance with the laws and regulations of the Internal Revenue Service, state and local taxation authorities. The compensation associated with Incentive awards shall be treated as taxable income.
- C. All incentive awards will reward the Contractor's healthcare worker(s) for Qualifying Performance as identified in enclosure (2) to this plan. Incentive awards can be increased or decreased only as a result of the Contracting Officer's written modification (change) to the contract.
- D. Prior to each semi-annual period, the Government reserves the unilateral right to review goals and change the IP via a bilateral contract modification. Therefore, the Commanding Officer/Commander will provide the Contracting Officer with either (a) a notification that the IP has not changed since the previous period or, (b) an updated IP identifying Performance Criteria (enclosures (1) and (2)) for that evaluation period. The Contractor will also be briefed or otherwise provided more detailed information regarding any specific goals for the evaluation period prior to the beginning of the new semi-annual period. The Contracting Officer will issue changes to the IP as a modification to the contract.
- E. Each Contractor healthcare worker's performance under each EWS will be calculated and assessed to determine whether or not they have met the Qualifying Performance standard contained in this IP. The Contractor has 5 working days following any Mitigating Event to provide the Commanding Officer/Commander with impact that this/these matters had on the determination of incentive awards. The Commanding Officer/Commander will evaluate those Mitigating Events and use these data in his/her determination. The Commanding Officer/Commander will advise the Contracting Officer of the impact that Mitigating Events had on the incentive award decision(s).
- F. The Government reserves the unilateral right not to continue the IP in a subsequent period.
- G. Incentive awards earned in one EPP cannot be "banked" for future use.
- H. The Contractor agrees that all incentive awards made under this IP shall be unilateral determinations by the Government. Accordingly, these awards shall not be subject to the, "Disputes" clause of this contract and the Contractor shall not be entitled to submit a claim regarding any such determinations under the Contract Disputes Act of 1978 (P. L. 95-563).
- I. Neither the Contractor nor Contractor healthcare worker(s) has any standing to represent their interests before the Commanding Officer/Commander except through the submission of Mitigating Event data. Therefore, the Government will not consider any self-evaluation data provided by the Contractor's healthcare workers except as it relates to contracts with individuals where the "Contractor" and the "healthcare worker" as applied herein, are synonymous..
- J. The standards of Qualifying Performance and Non-Qualifying Performance will be employed to determine whether or not the Contractor's healthcare workers have earned an incentive award.
- K. The Plan Monitor(s) will retain a list of Contractor healthcare workers whose Qualifying Performance data makes them eligible for an incentive award during the term of their assignment under the EPP. However, incentive awards will be only granted according to the processes described herein.
- L. The Commanding Officer/Commander will augment this plan with written local implementing processes and procedures (enclosures (1) and (2)).

M. The Commanding Officer/Commander retains the exclusive responsibility to assign Contractor healthcare workers to the EPP and rotate EPP responsibilities among available healthcare workers. While the Government will make every effort to assign healthcare workers fairly, the Commanding Officer/Commander may exclude certain healthcare workers from participation (for example, healthcare workers who are in a leave without pay (LWOP) status).

N. The Commanding Officer/Commander retains the exclusive responsibility to assign Active Duty Dental Officers to EPP duties, including the composition of the EPP Teams. Contractor healthcare workers assigned to EPP Teams are expressly prohibited from changing team assignments without the prospective approval of the Commanding Officer/Commander. While the Government will make every effort to assign healthcare workers fairly, the, "All Navy FY01 DWV Monthly Averages with CDT-3 Inflation & FY02 NDCSE Productivity Goal Adjustments" (enclosure (2)) will be the basis for determining the standards for Qualifying Performance or Non-Qualifying Performance.

#### V. RESPONSIBILITIES AND PROCEDURES:

A. The Plan Monitor(s) will analyze and assess the Contractor healthcare worker's progress toward meeting the Qualifying Performance standards. The Contractor healthcare worker's performance data will be provided to the Commanding Officer/Commander via written reports that will always be based on actual performance. These written reports will detail each (specific) Contractor healthcare worker's performance, recounting whether or not that performance met the Qualifying Performance standards. The Commanding Officer/Commander will evaluate these data in real time.

B. The Branch Dental Clinic Director will complete a written evaluation of the daily EPP data for each healthcare worker providing service under the EPP not later than 1 working day following the end of each EWS period. The Branch Dental Clinic Director will forward all results, in writing, to the Commanding Officer/Commander and the COR (or Technical Assistant). The format for these submissions will be jointly determined among the Commanding Officer/Commander, the Branch Dental Clinic Director and the COR (or Technical Assistant).

C. The Commanding Officer/Commander has 5 working days to review all reports from the Branch Dental Clinic Director. Prior to acceptance of any invoice by the COR (or Technical Assistant) the Commanding Officer/Commander will notify the COR (or Technical Assistant) of the allowable administrative leave (incentive award) that is to be paid under the EPP. Monthly, the COR (or Technical Assistant) will notify the Contractor of the names of the individual(s) who has/have met the Quality Performance standards and the incentive award granted to each individual healthcare worker.

D. The COR (or Technical Assistant) retains the right to decline to certify any invoice which inadequately or inaccurately documents a healthcare worker's performance while working under the EPP.

E. The Commanding Officer/Commander retains the right to recognize the Contractor's healthcare workers in ceremonies or via the issuance of certificates of recognition.

NDCSE Local Processes and Procedures  
For the Implementation of the  
Enhanced Productivity Program (EPP)  
Enclosure (1)

A. Background: The Enhanced Productivity Program (EPP) described herein is designed to trade non-cash incentive awards, specifically time-off, for significantly enhanced performance.

B. Scope: Contractor dentists, dental hygienists and/or dental assistants as applicable to each specific contract's requirement.

C. Period of Performance: An enhanced work schedule (EWS) is hereby defined as a scheduled work period of one month that is designed to yield significantly more productivity than normal work scheduling without sacrificing quality. The Government will review goals of the IP semi-annually.

D. Performance Criteria: The unit of an Individual Team consists of a Dentist/RDH in conjunction with an expanded functions assistant(s), chairside assistant(s), and/or prophylaxis (preventive dentistry) assistant. During each EWS, each EPP assigned Individual Team shall perform services while assigned to a single or multi-chair environment. Incentive awards will be based on, "All Navy FY01 DWV Monthly Averages with CDT-3 Inflation & FY02 NDCSE Productivity Goal Adjustments", categorized by the functional or specialty area of the provider (dentist/hygienist) as shown in enclosure (2). Each incremental percentage increase in productivity will correspond to a pre-determined block of incentive award time-off. These blocks range from a minimum of one hour to a maximum of sixteen hours per month as detailed in enclosure (2). Actual productivity may vary from one EWS to the next and correspondingly yield varying amounts of incentive award time-off each EWS cycle.

The Performance Criteria for the Branch Dental Clinic Team - The Branch Dental Clinic Enhanced Productivity Program (EPP) will require meeting 3 goals in order to receive an incentive award. The three goals are Operational Dental Readiness (ODR), Dental Health (DH) and Production as measured in Dental Weighted Values (DWVs). These goals vary by Branch Dental Clinic and were formulated from FY02 historical data. All numerical data must be rounded to the nearest whole number.

The NDCSE Executive Steering Committee will designate which one of the three production goal levels, (3%, 4%, or 5%), that will be used to determine the award based on a data review. Goals will be published not later than two weeks prior to the beginning of the next quarter.

There will be a Branch Dental Clinic monthly award and a Branch Dental Clinic quarterly award. A BDC can fail to meet a monthly goal and still meet the quarterly goal and qualify for the quarterly award as per enclosure (3).

A contract healthcare worker will receive 8 hours for the monthly incentive award and 16 hours for the quarterly incentive award. The dates awarded are at the discretion of the Branch Director. All monthly hours earned must be taken in the following month. All quarterly hours earned must be taken in the following quarter. Any hours earned and not used as directed above will be forfeited.

Those personnel in direct patient care may freely choose to participate in either the Individual Team or Branch Dental Clinic Team monthly award, whichever is to their advantage.

Both Individual and Branch Dental Clinic Teams can qualify for quarterly awards.

Individual Team awards will be based on Encl (2). Branch Dental Clinic Team awards will be based on Encl (3).

E. Administration of Incentive Awards:

1. Paid administrative leave (time off) will be determined at the end of each monthly EWS cycle. All members of an Individual Team shall always:

- a. Receive the same reward hours (except as stated in the, "Exceptions" paragraph following) and,
- b. Be awarded the incentive award time off during one or a combination of the next two complete payment periods and,
- c. When possible, take the incentive award time-off as a, "Individual Team".

2. Exceptions. In the event an assigned EPP assistant is absent from the assigned Individual Team during an EWS cycle due to use of accrued leave, Leave Without Pay (LWOP status) or scheduled or unscheduled illness, the following scale shall be used to determine the amount of incentive award, if any:

- a. 0% - 25% of Individual Team chairside time = No incentive award time or,
- b. 26% - 50% of Individual Team chairside time = exactly 50% of the Individual Team's earned incentive award time or,
- c. 51% - 75% of Individual Team chairside time = exactly 75% of the Individual Team's earned incentive award time or,
- d. 76% - 100% of Individual Team chairside time = 100% of the Individual Team's earned incentive award time.

NOTE: In calculating, "Exceptions", all partial hours will be rounded downward.

F. Administration of Incentive Award: Each Branch Dental Clinic Director shall determine the schedule of the incentive award for all staff members. The administration of the awarded time is not to exceed 72 consecutive hours without approval of the Commanding Officer. The incentive award will be granted/used in the EWS period immediately following the EWS period it was earned.

Incentive Award Qualifying Performance Criteria for Individual Team  
Enclosure (2)

(Source:All Navy FY01 DWV Monthly Averages with CDT-3 Inflation & FY02 NDCSE  
Productivity Goal Adjustments)

FY03 Individual Team Incentive Award  
Qualifying Performance Criteria (Source:All  
Navy FY01 DWVs per Month Averages)

<u>STAFF FUNCTION</u>	<u><i>Hours Off/Week</i> DWV/PROV/MO</u>	<u><i>1</i> 25%</u>	<u><i>2</i> 50%</u>	<u><i>3</i> 75%</u>	<u><i>4</i> 100+%</u>
GD, Comp, Oper Team	290	363	435	508	580
Endodontist Team	364	455	546	637	728
Hygienist Team	265	331	398	464	530
Oral Medicine/Oral Diagnosis Team	175	219	263	306	350
Periodontist Team	470	588	705	823	940
Prosthodontist Team	411	514	617	719	822
Oral Surgery Team	564	705	846	987	1128
Contract Dentist Team	317	396	476	555	634

Incentive Award Qualifying Performance Criteria for  
Branch Dental Clinic Team  
Enclosure (3)

(Source: All Navy FY01 DWV Monthly Averages with CDT-3 Inflation & FY02 NDCSE  
Productivity Goal Adjustments)

NDCSE FY03 OPERATIONAL DENTAL READINESS GOALS

<b>BDC</b>			QTR 1			QTR 2
	<u>Oct-02</u>	<u>Nov-02</u>	<u>Dec-02</u>	<u>Jan-03</u>	<u>Feb-03</u>	<u>Mar-03</u>
Alb	95%	95%	95%	95%	95%	95%
Atl	95%	95%	95%	95%	95%	95%
Ath	95%	95%	95%	95%	95%	95%
Char	95%	95%	95%	95%	95%	95%
Jax	95%	95%	95%	95%	95%	95%
KB	95%	95%	95%	95%	95%	95%
KW	95%	95%	95%	95%	95%	95%
May	95%	95%	95%	95%	95%	95%
RR	95%	95%	95%	95%	95%	95%
NDCSE	95%	95%	95%	95%	95%	95%

<b>BDC</b>			QTR 3			QTR 4
	<u>Apr-03</u>	<u>May-03</u>	<u>Jun-03</u>	<u>Jul-03</u>	<u>Aug-03</u>	<u>Sep-03</u>
Alb	95%	95%	95%	95%	95%	95%
Atl	95%	95%	95%	95%	95%	95%
Ath	95%	95%	95%	95%	95%	95%
Char	95%	95%	95%	95%	95%	95%
Jax	95%	95%	95%	95%	95%	95%
KB	95%	95%	95%	95%	95%	95%
KW	95%	95%	95%	95%	95%	95%
May	95%	95%	95%	95%	95%	95%
RR	95%	95%	95%	95%	95%	95%
NDCSE	95%	95%	95%	95%	95%	95%

## NDCSE FY03 DENTAL HEALTH INCENTIVE PROGRAM GOALS

<u>BDC</u>	<u>FY02 %DH</u>			QTR 1			
		<u>Oct-02</u>	<u>Nov-02</u>	<u>Dec-02</u>	<u>Jan-03</u>	<u>Feb-03</u>	<u>QTR 2 Mar-03</u>
Alb	66.80%	65%	65%	65%	65%	65%	65%
Atl	32.60%	34%	36%	37%	38%	40%	41%
Ath	47.60%	48%	48%	48%	48%	49%	49%
Char	35.60%	37%	38%	39%	40%	42%	43%
Jax	34.00%	35%	37%	38%	39%	41%	42%
KB	39.90%	41%	42%	42%	43%	44%	45%
KW	77.80%	65%	65%	65%	65%	65%	65%
May	35.70%	37%	38%	39%	41%	42%	43%
RR	65.10%	65%	65%	65%	65%	65%	65%
NDCSE	39.20%	40%	41%	42%	43%	44%	45%

<u>BDC</u>			QTR 3		QTR 4	
	<u>Apr-03</u>	<u>May-03</u>	<u>Jun-03</u>	<u>Jul-03</u>	<u>Aug-03</u>	<u>Sep-03</u>
Alb	65%	65%	65%	65%	65%	65%
Atl	43%	44%	46%	47%	49%	50%
Ath	49%	49%	49%	50%	50%	50%
Char	44%	45%	46%	48%	49%	50%
Jax	43%	45%	46%	47%	49%	50%
KB	46%	47%	47%	48%	49%	50%
KW	65%	65%	65%	65%	65%	65%
May	44%	45%	46%	48%	49%	50%
RR	65%	65%	65%	65%	65%	65%
NDCSE	46%	46%	47%	48%	49%	50%

## NDCSE FY03 INCENTIVE PROGRAM PRODUCTION DWV GOALS

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<b>Charleston FY03</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>1st QTR</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>2nd QTR</b>
3% Monthly Goals	3935	3006	2134	9075	3159	2699	3164	9021
4% Monthly Goals	3974	3035	2155	9163	3190	2725	3194	9109
5% Monthly Goals	4012	3064	2175	9252	3220	2751	3225	9196
<b>Mayport</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>1st QTR</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>2nd QTR</b>
3% Monthly Goals	5284	5426	4159	14869	8711	7358	8272	24341
4% Monthly Goals	5335	5478	4199	15013	8795	7430	8353	24578
5% Monthly Goals	5386	5531	4240	15157	8880	7501	8433	24814
<b>Athens</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>1st QTR</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>2nd QTR</b>
3% Monthly Goals	206	182	117	505	167	112	150	429
4% Monthly Goals	208	184	118	510	169	113	151	433
5% Monthly Goals	210	185	119	515	170	114	153	437
<b>Albany</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>1st QTR</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>2nd QTR</b>
3% Monthly Goals	364	387	302	1053	428	419	372	1218
4% Monthly Goals	368	391	305	1063	432	423	375	1230
5% Monthly Goals	371	394	308	1073	436	427	379	1242
<b>Atlanta</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>1st QTR</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>2nd QTR</b>
3% Monthly Goals	799	830	737	2366	804	713	577	2094
4% Monthly Goals	807	838	744	2389	811	720	583	2115
5% Monthly Goals	815	846	751	2412	819	727	589	2135
<b>Key West</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>1st QTR</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>2nd QTR</b>
3% Monthly Goals	815	612	508	1936	868	886	794	2547
4% Monthly Goals	823	618	513	1955	876	895	802	2572
5% Monthly Goals	831	624	518	1974	884	903	809	2597
<b>Kings Bay</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>1st QTR</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>2nd QTR</b>
3% Monthly Goals	2660	3076	1574	7311	3322	2990	3006	9318
4% Monthly Goals	2686	3106	1589	7382	3354	3019	3035	9409
5% Monthly Goals	2712	3136	1605	7453	3387	3048	3064	9499
<b>Jacksonville</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>1st QTR</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>2nd QTR</b>
3% Monthly Goals	8858	8429	6485	23772	9572	8710	9412	27694
4% Monthly Goals	8942	8509	6547	23999	9665	8794	9503	27963
5% Monthly Goals	9027	8590	6609	24225	9758	8879	9595	28232
<b>Rosey Roads</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>1st QTR</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>2nd QTR</b>
3% Monthly Goals	1633	1473	1303	4409	1719	1531	1671	4920
4% Monthly Goals	1649	1487	1315	4451	1736	1545	1687	4968
5% Monthly Goals	1665	1501	1328	4494	1752	1560	1703	5016
<b>NDCSE (TOTAL)</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>1st QTR</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>2nd QTR</b>
3% Monthly Goals	24556	23420	17319	65296	28749	25417	27417	81583
4% Monthly Goals	24792	23646	17487	65926	29028	25664	27683	82375
5% Monthly Goals	25029	23872	17654	66555	29307	25911	27949	83167



# NDCSE FY03 INCENTIVE PROGRAM PRODUCTION DWV GOALS

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<b>Charleston FY03</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>3rd QTR</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>4th QTR</b>
3% Monthly Goals	3646	2909	2663	9218	2851	3143	2903	8897
4% Monthly Goals	3681	2937	2689	9307	2879	3174	2931	8984
5% Monthly Goals	3717	2966	2715	9397	2906	3204	2960	9070
<b>Mayport</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>3rd QTR</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>4th QTR</b>
3% Monthly Goals	7595	7126	7093	21814	6378	8253	7037	21668
4% Monthly Goals	7669	7195	7162	22026	6440	8334	7105	21879
5% Monthly Goals	7742	7265	7231	22238	6502	8414	7174	22089
<b>Athens</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>3rd QTR</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>4th QTR</b>
3% Monthly Goals	275	205	131	611	228	100	185	513
4% Monthly Goals	278	207	132	617	231	101	186	518
5% Monthly Goals	281	209	133	623	233	102	188	523
<b>Albany</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>3rd QTR</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>4th QTR</b>
3% Monthly Goals	484	451	498	1432	495	430	247	1172
4% Monthly Goals	489	455	503	1446	500	434	249	1183
5% Monthly Goals	493	459	508	1460	505	438	252	1195
<b>Atlanta</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>3rd QTR</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>4th QTR</b>
3% Monthly Goals	742	851	707	2299	790	680	965	2435
4% Monthly Goals	749	859	714	2322	798	687	974	2459
5% Monthly Goals	756	867	721	2344	805	694	983	2483
<b>Key West</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>3rd QTR</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>4th QTR</b>
3% Monthly Goals	902	725	733	2360	692	721	537	1950
4% Monthly Goals	911	732	740	2382	698	728	542	1969
5% Monthly Goals	919	739	747	2405	705	735	547	1988
<b>Kings Bay</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>3rd QTR</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>4th QTR</b>
3% Monthly Goals	3341	3204	3271	9816	2539	3281	3974	9794
4% Monthly Goals	3373	3235	3303	9912	2564	3313	4013	9889
5% Monthly Goals	3406	3266	3335	10007	2589	3344	4051	9984
<b>Jacksonville</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>3rd QTR</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>4th QTR</b>
3% Monthly Goals	9616	8828	7080	25523	7983	7008	8032	23023
4% Monthly Goals	9709	8913	7148	25771	8061	7076	8110	23247
5% Monthly Goals	9803	8999	7217	26019	8138	7144	8188	23470
<b>Rosey Roads</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>3rd QTR</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>4th QTR</b>
3% Monthly Goals	1859	1892	1785	5536	1763	1721	1819	5303
4% Monthly Goals	1877	1910	1803	5590	1780	1738	1837	5354
5% Monthly Goals	1895	1929	1820	5643	1797	1755	1854	5406
<b>NDCSE (TOTAL)</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>3rd QTR</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>4th QTR</b>
3% Monthly Goals	28460	26191	23961	78612	23719	25337	25699	74755
4% Monthly Goals	28736	26443	24194	79373	23951	25585	25947	75483
5% Monthly Goals	29012	26699	24427	80138	24180	25830	26197	76207

ATTACHMENT 007  
POSITION SPECIFIC STATEMENT OF WORK  
NOTIONAL TASK ORDER NTO001  
DENTAL LABORATORY TECHNICIAN  
NAVAL DENTAL CENTER GULF COAST PENSACOLA, FL

1. LABOR CATEGORY.

1.1. The contractor shall provide DENTAL LABORATORY TECHNICIAN services.

2. PLACE OF PERFORMANCE. The HCW shall provide services at the Naval Dental Center Gulf Coast Branch Dental Clinic, Naval Air Station, Pensacola, FL.

3. DUTY HOURS. The HCW shall provide services Monday through Friday, excluding Federal holidays, as stated in the basic contract, for 9.0 hours between the hours of 0600 and 1800 to include an uncompensated 1.0-hour for lunch.

4. ABSENCES AND LEAVE. The HCWs shall accrue leave as stated in the basic contract.

5. GENERAL DUTIES AND RESPONSIBILITIES.

5.1. HCW productivity is expected to be comparable with that of Dental Laboratory Technicians authorized the same scope of services. If the healthcare worker's continued calendar month productivity does not produce a minimum of Crown and Bridge: 95 DLWV'S, and Porcelain: 85 DLWV'S, and Removable partial dentures: 40 DLWV'S, and Acrylics: 65 DLWV'S, the healthcare worker can be terminated for non-performance. These data will be adjusted as new data is received.

5.2. The HCW's actual performance will be a function of the overall demand for dental laboratory technician services under the supervision of the Prosthetic Officer. The HCW shall:

5.2.1. Construct and fabricate prosthetic devices and appliances, and accomplish any other tasks prescribed by the Prosthetic Officer.

5.2.2. Be subject to guidelines including OSHA regulations, DoD directives, DON directives, current Prosthodontic and Dental Technology literature, local Quality Assurance and Standard Operating Procedure standards and in-house Performance Quality Standards requirements. The technical aspects of fabricating dental prostheses require judgment in the application of current dental technology and prosthodontic standards. Instructions are specifically stated on the laboratory work request or given directly by the Prosthetic Officer. In more complex cases, interpretation and adaptation of standards is referred to the Prosthetic Officer.

5.2.3. Apply a thorough knowledge of both normal and abnormal oral anatomy and dentition as these affect the design, fabrication, function and aesthetics of the dental prosthesis being constructed. The HCW must be able to visualize the relationships of the parts to the whole at each step in the construction process and remain constantly alert to those elements of design and construction that are essential to the fit and function of the finished appliance.

5.2.4. Maintain a clean, safe and orderly workspace.

5.2.5. Be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining records of the HCW's workload, participating in dental education programs and participating in clinical staff/resident quality assurance functions.

5.2.6. Enhance technical skills through attendance of internal/external continuing education courses and through self-study. All continuing education documentation shall be submitted to the Prosthetic Officer for filing.

5.2.7. Meet with the Prosthetic Officer or designee at least on a weekly basis to discuss problems, conflicts, quality and quantity levels as they affect the performance of this contract. The Prosthetic Officer will be the final authority on decisions pertaining to performance and quality.

5.2.8. Exhibit a “customer care” attitude for both internal and external customers and interact with those customers in a professional, courteous and service-oriented fashion.

5.2.9. Handle all of the customers’ case-related materials with utmost care in order to preserve their quality and integrity.

5.2.10. Recognize problems or deficiencies in the productions, quality assurance, or operation of the organizations, and take initiative to make these observations known to the Prosthetic Officer immediately.

5.2.11. Finish all ongoing work prior to any programmed absences, or make team members aware of uncompleted projects prior to such absences so they can be finished in a timely fashion.

5.2.12. Attend annual renewal of the Command Indoctrination Course, such as Disaster Preparedness, Infection control, Sexual Harassment and other courses as directed by the Prosthetic Officer.

## 6. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL LABORATORY TECHNICIANS ARE AS FOLLOWS:

6.1. Read, interpret and apply requirements described in a dental prosthetic prescription (DD FORM 2322).

6.2. Apply porcelain to metal substructures, contour, seat and finish porcelain crowns to produce an average of five units per day dependent upon other laboratory workload requirements. The work performed shall be at the quality level described by quality control personnel.

6.3. Ensure that the porcelain fused to metal crowns and all ceramic crowns fabricated by the laboratory meet the quality standards and requirements of the Prosthetic officer’s prescription and Dental Department standards of quality.

6.4. Fabricate ceramic crown and/or porcelain veneers as prescribed by dental staff and residents.

6.5. Fabricate fixed dental prostheses to include single units, multiple units and units in combination with removable partial dentures, complete dentures, or implant fixtures.

6.6. Contour porcelain to esthetically replicate natural tooth structure.

6.7. Fabricate precision occlusal morphologies and occlusal schemes on individual and multiple fixed units in metal and/or porcelain.

6.8. Use appropriate metal alloys and design as they apply to porcelain application and soldering procedures.

6.9. Use applicable laboratory hardware, dental materials and techniques in the fabrication of precision attachment cases and implant restorations.

6.10. Use survey/milling instruments to fabricate customized surveyed crowns and fixed partial dentures.

6.11. Invest cast and solder single unit crowns and fixed partial dentures.

6.12. Use simple, semi-adjustable and fully adjustable articulators in the fabrication of precision dental prosthesis.

6.13. Transfer maxillo-mandibular interocclusal records to articulators.

- 6.14. Assist in problem solving and trouble shooting in fixed partial denture fabrication and dental material/product evaluation.
- 6.15. Disinfect casts and other dental materials used in the fabrication of dental prosthesis. Pour dies, conventional impressions and implant impressions.
- 6.16. Design, wax and cast single unit and fixed partial substructures for porcelain application and function.
- 6.17. Be assigned other duties consistent with the normal duties of a dental laboratory technician as directed by the Prosthetic Officer only.
- 6.18. Be knowledgeable of casting all dental metals by using electrical, oxygen/natural gas or air/natural gas procedures.
- 6.19. Be knowledgeable of investing and soldering all metal alloys used in fixed prosthodontics by oven, electrical soldering machine, or hand torch procedures.
- 6.20. Be responsible for dentures and implants as described.
- 6.20.1. Fixed Partial Dentures (metal): Prepare master models and dies. Use provided interocclusal records to articulate casts on designated simple, semi-adjustable, or fully adjustable articulators. Fabricate wax patterns for conventional fixed partial prosthodontics, units to be integrated with planned removable partial denture design, and units in combination with precision or semi-precision attachments. Invest, burn out, and cast all types fixed prostheses. Recover castings, remove sprues, finish and polish castings. Perform other related tasks such as the assembly of fixed partial dentures by soldering of the individual units and repairs of fixed prostheses by soldering procedures.
- 6.20.2. Fixed Partial Dentures (metal-ceramic): Prepare master casts and dies. Use provided interocclusal records to articulate casts on designated simple, semi-adjustable or fully adjustable articulators. Fabricate full contour wax patterns for all fixed prostheses, provide a “cutback” appropriate for the prescribed metal ceramic design of the abutments and pontics of the framework. Fabricate wax pattern to be integrated with planned removable partial denture design and units in combination with precision or semi-precision attachments. Invest, burn out, and cast all types of alloys used in metal-ceramic fixed prostheses. Recover castings, remove sprues, finish and prepare surfaces to receive porcelain. Use/reads shade guides. Apply porcelain to the metal ceramic framework, bake, contour, and glaze porcelain. Modify shades and/or effects of porcelain restorations using porcelain stains/modifiers and contouring. Solder metal ceramic alloys and use designated pre-veneer (presolder) and post-veneer (postsolder) soldering techniques to assemble units of the fixed partial denture when necessary. Process acrylic material used as crown and bridge veneers.
- 6.20.3. Removable Partial Dentures (frameworks): Perform all phases in the production of chrome-nickel frameworks including precision attachments and complex requirements. Read dental prescriptions, survey and transfer design to master casts. Duplicate and prepare refractory casts for pattern wax-ups. Wax-up, sprue, invest and cast waxed patterns. Finish and polish metal frameworks. Perform other related tasks in the fabrication or partial denture frameworks including the bending and forming of wrought wire clasps and the application of wrought wire clasps to the framework by cast-to or solder-to techniques. Perform all investing and soldering procedures related to the repair of or add-on to, nickel-chrome frameworks.
- 6.20.4. Complete or Partial Dentures (acrylic): Perform all tasks involved in the production of acrylic prostheses including those integrated with fixed partial dentures, implants, precision attachments and other complex requirements. Fabricate custom impression trays. Bead, box and pour impressions. Separate and trim casts while preserving vital anatomic landmarks. Fabricate record bases and occlusion rims. Articulate casts on articulators using provided interocclusal records. Set teeth for esthetics and function with prescribed occlusal scheme. Wax contours for the acrylic base. Invest, boil out, pack and process dentures. Recover dentures from investment, perform laboratory remount, equilibrate, and finish and polish dentures. Perform other related tasks, such as

fabricating temporary splints, preparing tube teeth and their matrices, and making peripheral casts for the patient remount procedure.

6.20.5. Osseointegrated Endosteal Implants: Perform all tasks involved in the production of implant supported and/or retained fixed and removable prostheses. Pour impressions using fixture level/abutment level analogs. Separate and trim casts. Fabricate record bases for interocclusal registration. Articulate casts on prescribed articulators. Fabricate wax patterns on implant components for all types of implant restorations to include custom abutments, overdenture bars, milled bars in combination with precision attachments, metal/metal-ceramic substructures for fixed prosthesis on prefabricated manufactured abutments, and metal substructures for fully bone anchored prostheses. Invest, burn out, cast all types of implant prostheses. Recover castings, remove sprues, finish and polish castings. Integrate treatment with removable and/or fixed restorations to complete customized implant restorations.

## 7. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL LABORATORY TECHNICIANS.

7.1. Either (a) graduation from an approved program in dental laboratory technology accredited by the Commission on Dental Accreditation in conjunction with the American Dental Association (ADA) OR (b) graduation from a military (DoD) program OR (c) 12 months of continuous experience within the last 18 months in a commercial lab of similar size and complexity.

7.2. Be (a) certified as a Dental Technician in removable partial denture AND/OR (b) certified as a Dental Technician in Crown and Bridge AND/OR (c) certified as a Dental Technician in Porcelain/Ceramic AND/OR (d) certified as a Dental Technician in Acrylic Resin OR (e) certified through Productivity Training Corporation (PTC) AND/OR (f) self-certified through at least 1,000 hours of continuous experience work experience in the past 12 months as a Dental Laboratory Technician in a private dental laboratory certified by the National Board for Certification of Dental Laboratories (a CDL). Self-certified work experience shall meet the productivity standards contained in paragraph 5.1 above. All certifications shall be in accordance with the National Board for Certification in Dental Laboratory Technology.

7.2.1. If an individual HCW is self-certified through either civilian or military training and experience, these non-certified persons shall work under supervision and evaluation for 90 days. At the end of the 90-day period, with a successful evaluation of their skills and experience, they shall be permitted to continue to provide services under this contract. If their evaluation demonstrates that they do not have the requisite skills, the Contractor shall immediately replace these individuals with another HCW that meet the terms and conditions of the contract.

7.3. At least 1,000 hours of practical work experience in the past two years as a dental laboratory technician. Experience shall be in at least one of four areas: crown and bridge, complete dentures, partial dentures, or ceramics. Experience gained while teaching or with dental suppliers in such areas as product development, marketing, and sales shall NOT count toward the basic experience requirement.

7.4. Letters of recommendation.

7.4.1. For incumbents, 1 letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.

7.4.2. For healthcare workers who are not incumbents under Navy contracts, letters of recommendation from two practicing prosthodontists or laboratory managers familiar with the HCW's work. The letters must attest to their laboratory skills, competencies, timeliness of work produced, and other related issues concerning their dental laboratory expertise. Recommendation letters must include name, title, phone number, date of reference, address and signature of individual providing the letter. Reference letters must have been written within the preceding three years. The Contractor is responsible for the completeness, accuracy and content of any letters of recommendation.

8. ENHANCING QUALIFICATION FACTORS FOR DENTAL LABORATORY TECHNICIANS. IF PRESENT, THE FOLLOWING FACTORS MAY FURTHER ENHANCE AN INDIVIDUAL CANDIDATE'S RANKING:

8.1. Certification by the National Board for Certification in Dental Technology in at least 1 of 5 specialty areas: Crown and Bridge, Ceramics, Partial dentures, Complete Dentures, and Orthodontic Appliances. Multiple certifications may further strengthen the candidate's ranking.

8.2. Total Continuing Education hours identified as follows: documented scientific credit, professional development credit, or other non-documented credit. The relevance of this training shall accompany any list of courses completed. One hour of infectious disease control or other OSHA compliance education may further strengthen the candidate's ranking.

8.3. Experience within a military setting performing the duties of a dental laboratory technician (provide Form DD214).

ATTACHMENT 008  
POSITION SPECIFIC STATEMENT OF WORK  
NOTIONAL TASK ORDER NTO002  
ENDODONTIST  
MCDILL AIR FORCE BASE TAMPA, FL

1. LABOR CATEGORY.

1.1. The Contractor shall provide ENDODONTIST services.

2. PLACE OF PERFORMANCE. The HCW shall provide services at the location McDill Air Force Base Tampa, FL.

3. DUTY HOURS. The HCW shall provide to 20 hours services Monday through Friday, excluding Federal holidays between the hours of 0600 and 1800. Not more than 3 individuals will maintain active delineated clinical privileges at any one time.

4. ABSENCES AND LEAVE. The HCWs shall not accrue leave.

5. CREDENTIALING REQUIREMENTS. The Contractor shall submit credentialing information to the designated Credentialing Coordinator, McDill Air Force Base Tampa, FL 30 days prior to performing services under this contract. For the purpose of this Notional Task Order, it is the Government's intent that this submission shall monitor the requirements for the Practitioner's Credentials File (PCF) as stated in the Section C of the basic contract.

6. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

6.1. Direct supporting Government employees assigned to them during the performance of clinical procedures. Such direction and interaction will comply with Government and professional clinical standards and accepted protocols. The HCW will be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW performs limited administrative duties, which include maintaining statistical records of workload and participating in Clinical Staff Quality Assurance functions and in-service training functions at the prerogative of the Commanding Officer.

6.2. Become familiar with and follow DoD standardized concepts of Phased Dentistry and Managed Dental Care.

6.3. Develop treatment plans and treat diseases of the dental pulp and supporting structures.

6.4. Provide advanced surgical and non-surgical skills consistent with their experience and specialized training.

6.5. Treat routine as well as complex cases, such as extreme pain, the medically compromised patient, oral trauma, and the perplexing anatomic problems of tooth curvature and calcification.

6.6. Diagnose and treat facial pain and problems related to that pain.

6.7. Perform other duties consistent with the normal practice of a trained, experience and skilled Endodontist as directed by the Commanding Officer.

7. SPECIFIC DUTIES/RESPONSIBILITIES OF ENDODONTISTS ARE AS FOLLOWS:

7.1. The HCW shall perform a full range of clinical dentistry procedures, within the scope of clinical privileges granted by the Commander/Commanding Officer, on-site using Government furnished facilities, supplies, and equipment. Caseload occurs as a result of either scheduled or unscheduled requirements for care. HCW productivity is expected to be comparable with that of other Endodontists assigned to the same facility and scope of practice.

7.2. Routine workload is scheduled by the treatment facility. Primary workload is a result of referrals generated by other staff providers. Workload also occurs as a result of unscheduled (emergent or patient walk-in) requirements for care. The HCW has sole clinical responsibility for diagnostic examinations and the development of comprehensive treatment plans. The HCW shall provide comprehensive dental care within the personnel, equipment, and supply capabilities of the DTF. The HCW has sole responsibility for the quality and timeliness of preparation of dental records and reports for procedures performed and care provided. Because patients frequently have overlapping, multiple problems and often require multidisciplinary, long-term treatment, the HCW shall refer patients to other staff specialists for consultative opinions and continuation of care.

7.3. Appointments are scheduled 4 weeks in advance and represent approximately 75% of the total requirement for care. The HCW shall provide a schedule of their availability 6 weeks in advance, allowing the Government to appoint patients for new or continuing care. The remaining 25% occur as a result of unscheduled (emergent or patient walk-in) requirements for care. These unscheduled patients will be appointed into open appointments and initially treated by staff providers if the HCW is not present. However, in extreme emergencies (pain, etc.), the HCW will be called in to provide both palliative care and/or surgical and/or non-surgical endodontic intervention as required. Response to call-in shall be within 3 hours of notification.

#### 8. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR ENDODONTISTS REQUIRED PRIOR TO WORK ASSIGNMENT:

8.1. A doctorate in dentistry from an accredited dental school approved by the Council on Dental Education of the American Dental Association (ADA).

8.2. A current, unrestricted license to practice dentistry in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands and maintenance of same.

8.3. Completion of a post-doctoral program in endodontics approved by the American Board of Endodontics (ABE).

8.4. Experience as an Endodontist of at least 12 months within the preceding 36 months, having devoted at least 75% of their professional practice to the specialty of endodontics.

8.5. Diplomate of the ABE.



ATTACHMENT 009  
SERVICE CONTRACT ACT  
DEPARTMENT OF LABOR - WAGE DETERMINATIONS

The following Wage Determinations (WD) apply to the Dental Assistant positions only at the locations identified in the solicitation within the minimum requirements:

NDC Gulf Coast Requirements:

WD 94-2121 (Rev 23) dated 25 Sep 02 applies to all Branch Dental Clinics (BDC) in the Pensacola, FL area including the following locations:

- BDC Naval Air Station, Pensacola
- BDC Naval Aviation Technical Training Center (NATTC)
- BDC Corry Station
- BDC Whiting Field

WD 94-2495 (Rev 22) dated 29 May 02 applies to the BDC Millington, TN

WD 94-2301 (Rev 20) dated 28 May 02 applies to the following BDC's:

- BDC Pascagoula, MS
- BDC Gulfport, MS

WD 94-2233 (Rev 20) dated 28 May 02 applies to the BDC New Orleans, LA

WD 94-2507 (Rev 20) dated 28 May 02 applies to the following BDC's:

- BDC Corpus Christi, TX
- BDC Kingsville, TX

WD 94-2513 (Rev 21) dated 29 May 02 applies to the BDC Fort Worth, TX

WD 94-2299 (Rev 10) dated 28 May 02 applies to the BDC Meridian, MS

Keesler Air Force Base Requirements:

WD 94-2301 (Rev 20) dated 28 May 02 applies to Keesler Air Force Base, Biloxi, MS

NDC Southeast Requirements:

WD 94-2115 (Rev 29) dated 29 May 02 applies to all Branch Dental Clinics (BDC) in the Jacksonville, FL area including the following locations:

- BDC Jacksonville, FL
- BDC Mayport, FL
- BDC Kings Bay, GA

WD 94-2119 (Rev 20) dated 2 Aug 02 applies to the BDC Key West, FL

WD 94-2131 (Rev 21) dated 29 May 02 applies to the BDC Albany, GA

WAGE DETERMINATION NO: 94-2121 REV (23) AREA: FL,NORTHWEST FLORIDA

WAGE DETERMINATION NO: 94-2121 REV (23) AREA: FL,NORTHWEST FLORIDAREGISTER OF WAGE  
 DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR

\*\*\*FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL\*\*\*  
 WASHINGTON D.C. 20210

William W.Gross Division of | Wage Determination No.: 1994-2121  
 Director Wage Determinations | Revision No.: 23  
 Date Of Last Revision: 09/25/2002

State: Florida

Area: Florida Counties of Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson,  
 Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington

**Fringe Benefits Required Follow the Occupational Listing**	
OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	9.75
Accounting Clerk II	10.84
Accounting Clerk III	12.83
Accounting Clerk IV	15.52
Court Reporter	11.70
Dispatcher, Motor Vehicle	12.54
Document Preparation Clerk	8.89
Duplicating Machine Operator	8.89
Film/Tape Librarian	10.91
General Clerk I	6.72
General Clerk II	8.53
General Clerk III	9.99
General Clerk IV	11.22
Housing Referral Assistant	12.11
Key Entry Operator I	9.90
Key Entry Operator II	12.09
Messenger (Courier)	7.32
Order Clerk I	9.98
Order Clerk II	13.07
Personnel Assistant (Employment) I	7.65
Personnel Assistant (Employment) II	9.71
Personnel Assistant (Employment) III	11.36
Personnel Assistant (Employment) IV	12.76
Production Control Clerk	13.44
Rental Clerk	10.38
Scheduler, Maintenance	11.34
Secretary I	10.83
Secretary II	11.58
Secretary III	12.11
Secretary IV	13.25
Secretary V	14.64
Service Order Dispatcher	11.09
Stenographer I	9.74
Stenographer II	12.22
Supply Technician	13.25
Survey Worker (Interviewer)	11.74
Switchboard Operator-Receptionist	9.36
Test Examiner	11.58
Test Proctor	11.58
Travel Clerk I	9.78
Travel Clerk II	10.40
Travel Clerk III	10.98
Word Processor I	8.72
Word Processor II	10.48
Word Processor III	11.07
Automatic Data Processing Occupations	
Computer Data Librarian	9.22
Computer Operator I	10.28
Computer Operator II	12.23
Computer Operator III	13.90
Computer Operator IV	16.12
Computer Operator V	16.95
Computer Programmer I (1)	14.47
Computer Programmer II (1)	17.92

Computer Programmer III (1)	21.55
Computer Programmer IV (1)	24.56
Computer Systems Analyst I (1)	19.49
Computer Systems Analyst II (1)	22.42
Computer Systems Analyst III (1)	25.57
Peripheral Equipment Operator	11.27
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	17.84
Automotive Glass Installer	17.66
Automotive Worker	16.05
Electrician, Automotive	16.94
Mobile Equipment Servicer	14.27
Motor Equipment Metal Mechanic	17.84
Motor Equipment Metal Worker	16.05
Motor Vehicle Mechanic	17.84
Motor Vehicle Mechanic Helper	13.32
Motor Vehicle Upholstery Worker	15.19
Motor Vehicle Wrecker	16.05
Painter, Automotive	16.94
Radiator Repair Specialist	16.05
Tire Repairer	13.79
Transmission Repair Specialist	17.84
Food Preparation and Service Occupations	
Baker	10.02
Cook I	8.91
Cook II	10.02
Dishwasher	6.72
Food Service Worker	6.74
Meat Cutter	10.51
Waiter/Waitress	7.12
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	16.94
Furniture Handler	12.50
Furniture Refinisher	16.94
Furniture Refinisher Helper	13.32
Furniture Repairer, Minor	15.19
Upholsterer	16.94
General Services and Support Occupations	
Cleaner, Vehicles	7.21
Elevator Operator	7.21
Gardener	10.51
House Keeping Aid I	6.76
House Keeping Aid II	7.21
Janitor	7.43
Laborer, Grounds Maintenance	8.40
Maid or Houseman	6.76
Pest Controller	9.69
Refuse Collector	7.21
Tractor Operator	9.80
Window Cleaner	7.62
Health Occupations	
Dental Assistant	10.96
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.94
Licensed Practical Nurse I	11.02
Licensed Practical Nurse II	12.36
Licensed Practical Nurse III	13.83
Medical Assistant	9.77
Medical Laboratory Technician	10.79
Medical Record Clerk	10.75
Medical Record Technician	13.54
Nursing Assistant I	7.58
Nursing Assistant II	8.52
Nursing Assistant III	9.30
Nursing Assistant IV	10.42
Pharmacy Technician	12.19
Phlebotomist	12.36
Registered Nurse I	16.82
Registered Nurse II	20.59
Registered Nurse II, Specialist	20.59
Registered Nurse III	24.91
Registered Nurse III, Anesthetist	24.91
Registered Nurse IV	29.85
Information and Arts Occupations	
Audiovisual Librarian	16.56
Exhibits Specialist I	16.79
Exhibits Specialist II	20.45

Exhibits Specialist III	24.05
Illustrator I	15.26
Illustrator II	18.59
Illustrator III	21.87
Librarian	16.26
Library Technician	11.65
Photographer I	13.66
Photographer II	16.16
Photographer III	19.68
Photographer IV	23.16
Photographer V	28.00
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	6.94
Counter Attendant	6.94
Dry Cleaner	7.98
Finisher, Flatwork, Machine	6.94
Presser, Hand	6.94
Presser, Machine, Drycleaning	6.94
Presser, Machine, Shirts	6.94
Presser, Machine, Wearing Apparel, Laundry	6.94
Sewing Machine Operator	8.98
Tailor	9.46
Washer, Machine	7.32
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	16.94
Tool and Die Maker	20.53
Material Handling and Packing Occupations	
Forklift Operator	12.50
Fuel Distribution System Operator	15.08
Material Coordinator	16.41
Material Expediter	16.41
Material Handling Laborer	10.44
Order Filler	10.18
Production Line Worker (Food Processing)	13.32
Shipping Packer	9.55
Shipping/Receiving Clerk	10.33
Stock Clerk (Shelf Stocker; Store Worker II)	11.60
Store Worker I	8.75
Tools and Parts Attendant	13.32
Warehouse Specialist	12.04
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	17.84
Aircraft Mechanic Helper	13.32
Aircraft Quality Control Inspector	18.75
Aircraft Servicer	15.19
Aircraft Worker	16.05
Appliance Mechanic	16.94
Bicycle Repairer	13.79
Cable Splicer	17.84
Carpenter, Maintenance	16.94
Carpet Layer	16.05
Electrician, Maintenance	17.84
Electronics Technician, Maintenance I	18.29
Electronics Technician, Maintenance II	21.17
Electronics Technician, Maintenance III	22.30
Fabric Worker	15.19
Fire Alarm System Mechanic	17.84
Fire Extinguisher Repairer	14.27
Fuel Distribution System Mechanic	17.84
General Maintenance Worker	16.05
Heating, Refrigeration and Air Conditioning Mechanic	17.84
Heavy Equipment Mechanic	17.84
Heavy Equipment Operator	17.84
Instrument Mechanic	17.84
Laborer	9.00
Locksmith	16.94
Machinery Maintenance Mechanic	19.48
Machinist, Maintenance	17.84
Maintenance Trades Helper	13.32
Millwright	17.84
Office Appliance Repairer	16.94
Painter, Aircraft	16.94
Painter, Maintenance	16.94
Pipefitter, Maintenance	17.84
Plumber, Maintenance	16.94
Pneudraulic Systems Mechanic	17.84

Rigger	17.84
Scale Mechanic	16.05
Sheet-Metal Worker, Maintenance	17.84
Small Engine Mechanic	16.05
Telecommunication Mechanic I	17.84
Telecommunication Mechanic II	18.75
Telephone Lineman	17.84
Welder, Combination, Maintenance	17.84
Well Driller	17.84
Woodcraft Worker	17.84
Woodworker	14.27
Miscellaneous Occupations	
Animal Caretaker	8.88
Carnival Equipment Operator	8.99
Carnival Equipment Repairer	9.64
Carnival Worker	7.51
Cashier	6.90
Desk Clerk	7.50
Embalmer	17.93
Lifeguard	7.33
Mortician	17.93
Park Attendant (Aide)	9.21
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.23
Recreation Specialist	11.63
Recycling Worker	8.49
Sales Clerk	7.33
School Crossing Guard (Crosswalk Attendant)	7.09
Sport Official	6.37
Survey Party Chief (Chief of Party)	11.28
Surveying Aide	6.74
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	10.25
Swimming Pool Operator	10.24
Vending Machine Attendant	8.49
Vending Machine Repairer	10.24
Vending Machine Repairer Helper	8.49
Personal Needs Occupations	
Child Care Attendant	7.13
Child Care Center Clerk	8.88
Chore Aid	6.52
Homemaker	9.91
Plant and System Operation Occupations	
Boiler Tender	17.84
Sewage Plant Operator	16.94
Stationary Engineer	17.84
Ventilation Equipment Tender	13.32
Water Treatment Plant Operator	16.94
Protective Service Occupations	
Alarm Monitor	7.40
Corrections Officer	13.55
Court Security Officer	14.11
Detention Officer	14.11
Firefighter	14.78
Guard I	6.74
Guard II	7.40
Police Officer	15.89
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	14.56
Hatch Tender	14.56
Line Handler	14.56
Stevedore I	13.72
Stevedore II	15.29
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.21
Air Traffic Control Specialist, Station (2)	19.46
Air Traffic Control Specialist, Terminal (2)	21.43
Archeological Technician I	10.12
Archeological Technician II	11.39
Archeological Technician III	14.06
Cartographic Technician	13.59
Civil Engineering Technician	16.17
Computer Based Training (CBT) Specialist/ Instructor	19.49
Drafter I	11.83
Drafter II	14.19
Drafter III	16.79
Drafter IV	20.45
Engineering Technician I	9.21

Engineering Technician II	10.31
Engineering Technician III	11.55
Engineering Technician IV	14.29
Engineering Technician V	17.50
Engineering Technician VI	21.16
Environmental Technician	14.06
Flight Simulator/Instructor (Pilot)	23.19
Graphic Artist	18.39
Instructor	17.16
Laboratory Technician	13.72
Mathematical Technician	14.06
Paralegal/Legal Assistant I	10.26
Paralegal/Legal Assistant II	11.74
Paralegal/Legal Assistant III	14.36
Paralegal/Legal Assistant IV	17.37
Photooptics Technician	13.53
Technical Writer	21.11
Unexploded (UXO) Safety Escort	17.93
Unexploded (UXO) Sweep Personnel	17.93
Unexploded Ordnance (UXO) Technician I	17.93
Unexploded Ordnance (UXO) Technician II	21.70
Unexploded Ordnance (UXO) Technician III	26.01
Weather Observer, Combined Upper Air and Surface Programs (3)	13.72
Weather Observer, Senior (3)	17.69
Weather Observer, Upper Air (3)	13.72
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	12.62
Parking and Lot Attendant	7.89
Shuttle Bus Driver	10.77
Taxi Driver	9.74
Truckdriver, Heavy Truck	12.61
Truckdriver, Light Truck	11.85
Truckdriver, Medium Truck	12.22
Truckdriver, Tractor-Trailer	12.61

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$86.00 a week or \$372.67 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 7 years, and 4 weeks after 11 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges. A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and

hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

WAGE DETERMINATION NO: 94-2495 REV (22) AREA: TN, MEMPHIS

WAGE DETERMINATION NO: 94-2495 REV (22) AREA: TN, MEMPHIS  
 REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
 \*\*\*FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL\*\*\*  
 WASHINGTON D.C. 20210

William W. Gross Division of | Wage Determination No.: 1994-2495  
 Director Wage Determinations | Revision No.: 22  
 Date Of Last Revision: 05/29/2002

States: Arkansas, Kentucky, Mississippi, Tennessee  
 Area: Arkansas Counties of Craighead, Crittenden, Cross, Lee, Mississippi, Poinsett, St Francis  
 Kentucky Counties of Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, Marshall, McCracken  
 Mississippi Counties of Benton, De Soto, Marshall, Tippah  
 Tennessee Counties of Benton, Carroll, Chester, Crockett, Decatur, Dyer, Fayette, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Lake, Lauderdale, Madison, McNairy, Obion, Shelby, Tipton, Weakley

**Fringe Benefits Required Follow the Occupational Listing**	
OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	9.84
Accounting Clerk II	11.10
Accounting Clerk III	13.41
Accounting Clerk IV	14.87
Court Reporter	14.00
Dispatcher, Motor Vehicle	11.36
Document Preparation Clerk	11.49
Duplicating Machine Operator	10.60
Film/Tape Librarian	11.01
General Clerk I	6.92
General Clerk II	7.74
General Clerk III	9.76
General Clerk IV	13.96
Housing Referral Assistant	14.57
Key Entry Operator I	10.15
Key Entry Operator II	10.60
Messenger (Courier)	7.96
Order Clerk I	10.33
Order Clerk II	12.16
Personnel Assistant (Employment) I	10.60
Personnel Assistant (Employment) II	13.38
Personnel Assistant (Employment) III	14.00
Personnel Assistant (Employment) IV	14.94
Production Control Clerk	10.95
Rental Clerk	12.66
Scheduler, Maintenance	12.66
Secretary I	11.95
Secretary II	13.48
Secretary III	15.81
Secretary IV	17.58
Secretary V	19.46
Service Order Dispatcher	11.21
Stenographer I	11.37
Stenographer II	13.38
Supply Technician	11.62
Survey Worker (Interviewer)	14.00
Switchboard Operator-Receptionist	10.52
Test Examiner	14.00
Test Proctor	14.00
Travel Clerk I	10.47
Travel Clerk II	11.13
Travel Clerk III	12.01
Word Processor I	10.60
Word Processor II	13.38
Word Processor III	14.00
Automatic Data Processing Occupations	
Computer Data Librarian	9.38
Computer Operator I	10.92



Computer Operator II	13.04
Computer Operator III	15.12
Computer Operator IV	16.81
Computer Operator V	18.60
Computer Programmer I (1)	13.94
Computer Programmer II (1)	18.42
Computer Programmer III (1)	22.20
Computer Programmer IV (1)	26.84
Computer Systems Analyst I (1)	19.89
Computer Systems Analyst II (1)	25.00
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	10.92
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	15.38
Automotive Glass Installer	13.76
Automotive Worker	13.79
Electrician, Automotive	15.41
Mobile Equipment Servicer	12.08
Motor Equipment Metal Mechanic	15.41
Motor Equipment Metal Worker	13.79
Motor Vehicle Mechanic	15.41
Motor Vehicle Mechanic Helper	11.19
Motor Vehicle Upholstery Worker	13.79
Motor Vehicle Wrecker	13.79
Painter, Automotive	14.61
Radiator Repair Specialist	13.79
Tire Repairer	11.65
Transmission Repair Specialist	15.22
Food Preparation and Service Occupations	
Baker	10.16
Cook I	8.65
Cook II	10.16
Dishwasher	6.80
Food Service Worker	7.20
Meat Cutter	11.87
Waiter/Waitress	6.56
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	15.48
Furniture Handler	10.26
Furniture Refinisher	15.48
Furniture Refinisher Helper	11.91
Furniture Repairer, Minor	13.71
Upholsterer	15.48
General Services and Support Occupations	
Cleaner, Vehicles	8.56
Elevator Operator	7.43
Gardener	10.43
House Keeping Aid I	7.13
House Keeping Aid II	8.04
Janitor	8.56
Laborer, Grounds Maintenance	8.89
Maid or Houseman	7.56
Pest Controller	11.14
Refuse Collector	8.56
Tractor Operator	11.11
Window Cleaner	8.87
Health Occupations	
Dental Assistant	12.37
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	12.57
Licensed Practical Nurse I	10.66
Licensed Practical Nurse II	11.95
Licensed Practical Nurse III	13.37
Medical Assistant	11.24
Medical Laboratory Technician	12.48
Medical Record Clerk	11.24
Medical Record Technician	13.54
Nursing Assistant I	8.22
Nursing Assistant II	9.28
Nursing Assistant III	10.14
Nursing Assistant IV	11.37
Pharmacy Technician	12.48
Phlebotomist	11.95
Registered Nurse I	15.67
Registered Nurse II	19.08
Registered Nurse II, Specialist	19.08
Registered Nurse III	23.08

Registered Nurse III, Anesthetist	23.08
Registered Nurse IV	27.65
Information and Arts Occupations	
Audiovisual Librarian	14.66
Exhibits Specialist I	16.04
Exhibits Specialist II	18.80
Exhibits Specialist III	22.99
Illustrator I	16.04
Illustrator II	18.80
Illustrator III	22.99
Librarian	18.76
Library Technician	10.80
Photographer I	13.61
Photographer II	16.55
Photographer III	19.17
Photographer IV	21.25
Photographer V	24.04
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	7.11
Counter Attendant	7.11
Dry Cleaner	8.60
Finisher, Flatwork, Machine	7.11
Presser, Hand	7.11
Presser, Machine, Drycleaning	7.11
Presser, Machine, Shirts	7.11
Presser, Machine, Wearing Apparel, Laundry	7.11
Sewing Machine Operator	9.26
Tailor	11.39
Washer, Machine	7.98
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	15.48
Tool and Die Maker	18.95
Material Handling and Packing Occupations	
Forklift Operator	13.10
Fuel Distribution System Operator	12.89
Material Coordinator	15.67
Material Expediter	15.67
Material Handling Laborer	10.01
Order Filler	9.58
Production Line Worker (Food Processing)	11.78
Shipping Packer	10.48
Shipping/Receiving Clerk	10.24
Stock Clerk (Shelf Stocker; Store Worker II)	11.42
Store Worker I	8.62
Tools and Parts Attendant	13.35
Warehouse Specialist	13.35
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	18.29
Aircraft Mechanic Helper	11.91
Aircraft Quality Control Inspector	17.18
Aircraft Servicer	13.71
Aircraft Worker	14.60
Appliance Mechanic	15.48
Bicycle Repairer	11.39
Cable Splicer	16.36
Carpenter, Maintenance	15.48
Carpet Layer	14.60
Electrician, Maintenance	18.01
Electronics Technician, Maintenance I	17.16
Electronics Technician, Maintenance II	22.01
Electronics Technician, Maintenance III	23.80
Fabric Worker	13.33
Fire Alarm System Mechanic	16.36
Fire Extinguisher Repairer	12.89
Fuel Distribution System Mechanic	16.36
General Maintenance Worker	14.16
Heating, Refrigeration and Air Conditioning Mechanic	16.61
Heavy Equipment Mechanic	16.36
Heavy Equipment Operator	16.36
Instrument Mechanic	16.36
Laborer	9.71
Locksmith	15.48
Machinery Maintenance Mechanic	19.16
Machinist, Maintenance	18.35
Maintenance Trades Helper	11.78
Millwright	16.58

Office Appliance Repairer	15.48
Painter, Aircraft	15.48
Painter, Maintenance	15.48
Pipefitter, Maintenance	17.61
Plumber, Maintenance	16.87
Pneudraulic Systems Mechanic	16.36
Rigger	16.36
Scale Mechanic	14.60
Sheet-Metal Worker, Maintenance	16.36
Small Engine Mechanic	14.60
Telecommunication Mechanic I	17.24
Telecommunication Mechanic II	18.17
Telephone Lineman	17.24
Welder, Combination, Maintenance	16.36
Well Driller	16.36
Woodcraft Worker	16.36
Woodworker	13.76
Miscellaneous Occupations	
Animal Caretaker	8.52
Carnival Equipment Operator	9.67
Carnival Equipment Repairer	10.43
Carnival Worker	7.43
Cashier	7.61
Desk Clerk	8.74
Embalmer	17.93
Lifeguard	9.42
Mortician	16.57
Park Attendant (Aide)	11.84
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	10.29
Recreation Specialist	8.40
Recycling Worker	9.68
Sales Clerk	10.29
School Crossing Guard (Crosswalk Attendant)	7.39
Sport Official	9.42
Survey Party Chief (Chief of Party)	16.18
Surveying Aide	10.60
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	14.52
Swimming Pool Operator	9.22
Vending Machine Attendant	9.56
Vending Machine Repairer	11.89
Vending Machine Repairer Helper	9.56
Personal Needs Occupations	
Child Care Attendant	9.64
Child Care Center Clerk	11.02
Chore Aid	6.91
Homemaker	15.70
Plant and System Operation Occupations	
Boiler Tender	16.71
Sewage Plant Operator	15.81
Stationary Engineer	16.71
Ventilation Equipment Tender	11.91
Water Treatment Plant Operator	15.70
Protective Service Occupations	
Alarm Monitor	7.34
Corrections Officer	13.36
Court Security Officer	14.67
Detention Officer	13.92
Firefighter	13.87
Guard I	7.17
Guard II	8.44
Police Officer	16.79
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	14.28
Hatch Tender	14.28
Line Handler	14.28
Stevedore I	13.41
Stevedore II	15.14
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.21
Air Traffic Control Specialist, Station (2)	19.46
Air Traffic Control Specialist, Terminal (2)	21.43
Archeological Technician I	13.56
Archeological Technician II	15.17
Archeological Technician III	18.79
Cartographic Technician	20.56
Civil Engineering Technician	18.20

Computer Based Training (CBT) Specialist/ Instructor	20.53
Drafter I	11.94
Drafter II	13.34
Drafter III	16.04
Drafter IV	18.80
Engineering Technician I	14.71
Engineering Technician II	16.24
Engineering Technician III	19.76
Engineering Technician IV	22.89
Engineering Technician V	25.36
Engineering Technician VI	28.69
Environmental Technician	18.20
Flight Simulator/Instructor (Pilot)	25.00
Graphic Artist	18.91
Instructor	19.73
Laboratory Technician	13.98
Mathematical Technician	18.80
Paralegal/Legal Assistant I	14.28
Paralegal/Legal Assistant II	18.63
Paralegal/Legal Assistant III	22.72
Paralegal/Legal Assistant IV	27.57
Photooptics Technician	19.17
Technical Writer	19.24
Unexploded (UXO) Safety Escort	17.93
Unexploded (UXO) Sweep Personnel	17.93
Unexploded Ordnance (UXO) Technician I	17.93
Unexploded Ordnance (UXO) Technician II	21.70
Unexploded Ordnance (UXO) Technician III	26.01
Weather Observer, Combined Upper Air and Surface Programs (3)	12.74
Weather Observer, Senior (3)	16.22
Weather Observer, Upper Air (3)	12.74
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	13.04
Parking and Lot Attendant	7.61
Shuttle Bus Driver	12.02
Taxi Driver	8.20
Truckdriver, Heavy Truck	12.65
Truckdriver, Light Truck	11.21
Truckdriver, Medium Truck	11.62
Truckdriver, Tractor-Trailer	13.82

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$86.00 a week or \$372.67 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

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A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

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The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

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The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) (2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
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When preparing a conformance request, the "Service Contract Act Directory of Occupations"

(the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

WAGE DETERMINATION NO: 94-2301 REV (20) AREA: MS,PASCAGOULA

WAGE DETERMINATION NO: 94-2301 REV (20) AREA: MS,PASCAGOULA  
 REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
 \*\*\*FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL\*\*\*  
 WASHINGTON D.C. 20210

William W.Gross Division of | Wage Determination No.: 1994-2301  
 Director Wage Determinations | Revision No.: 20  
 Date Of Last Revision: 05/28/2002

State: Mississippi  
 Area: Mississippi Counties of George, Hancock, Harrison, Jackson, Pearl River, Stone

**Fringe Benefits Required Follow the Occupational Listing**	
OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	9.05
Accounting Clerk II	11.36
Accounting Clerk III	13.71
Accounting Clerk IV	16.77
Court Reporter	12.10
Dispatcher, Motor Vehicle	11.20
Document Preparation Clerk	9.26
Duplicating Machine Operator	9.26
Film/Tape Librarian	8.80
General Clerk I	7.45
General Clerk II	8.36
General Clerk III	9.19
General Clerk IV	13.67
Housing Referral Assistant	14.75
Key Entry Operator I	8.93
Key Entry Operator II	10.28
Messenger (Courier)	7.58
Order Clerk I	10.99
Order Clerk II	14.67
Personnel Assistant (Employment) I	11.14
Personnel Assistant (Employment) II	12.53
Personnel Assistant (Employment) III	13.40
Personnel Assistant (Employment) IV	15.04
Production Control Clerk	14.73
Rental Clerk	9.29
Scheduler, Maintenance	10.47
Secretary I	10.47
Secretary II	13.10
Secretary III	14.75
Secretary IV	16.05
Secretary V	17.78
Service Order Dispatcher	8.96
Stenographer I	8.18
Stenographer II	9.30
Supply Technician	16.05
Survey Worker (Interviewer)	11.00
Switchboard Operator-Receptionist	8.44
Test Examiner	13.10
Test Proctor	13.10
Travel Clerk I	8.51
Travel Clerk II	9.02
Travel Clerk III	9.43
Word Processor I	10.19
Word Processor II	11.45
Word Processor III	12.79
Automatic Data Processing Occupations	
Computer Data Librarian	8.35
Computer Operator I	10.14
Computer Operator II	12.44
Computer Operator III	14.52
Computer Operator IV	15.45
Computer Operator V	17.06
Computer Programmer I (1)	16.16
Computer Programmer II (1)	19.97
Computer Programmer III (1)	24.00

Computer Programmer IV (1)	27.61
Computer Systems Analyst I (1)	23.05
Computer Systems Analyst II (1)	25.26
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	11.81
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	15.42
Automotive Glass Installer	13.96
Automotive Worker	13.96
Electrician, Automotive	14.52
Mobile Equipment Servicer	12.79
Motor Equipment Metal Mechanic	15.09
Motor Equipment Metal Worker	13.96
Motor Vehicle Mechanic	16.10
Motor Vehicle Mechanic Helper	12.26
Motor Vehicle Upholstery Worker	13.38
Motor Vehicle Wrecker	13.96
Painter, Automotive	14.52
Radiator Repair Specialist	13.96
Tire Repairer	12.36
Transmission Repair Specialist	15.09
Food Preparation and Service Occupations	
Baker	11.09
Cook I	10.17
Cook II	11.09
Dishwasher	8.41
Food Service Worker	8.41
Meat Cutter	11.09
Waiter/Waitress	8.83
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	15.00
Furniture Handler	11.53
Furniture Refinisher	14.52
Furniture Refinisher Helper	12.26
Furniture Repairer, Minor	13.38
Upholsterer	14.52
General Services and Support Occupations	
Cleaner, Vehicles	8.41
Elevator Operator	8.41
Gardener	10.17
House Keeping Aid I	8.41
House Keeping Aid II	8.86
Janitor	8.86
Laborer, Grounds Maintenance	8.83
Maid or Houseman	7.94
Pest Controller	12.17
Refuse Collector	9.67
Tractor Operator	10.28
Window Cleaner	8.83
Health Occupations	
Dental Assistant	11.15
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.48
Licensed Practical Nurse I	9.99
Licensed Practical Nurse II	11.22
Licensed Practical Nurse III	12.54
Medical Assistant	10.38
Medical Laboratory Technician	13.47
Medical Record Clerk	11.36
Medical Record Technician	12.93
Nursing Assistant I	8.10
Nursing Assistant II	8.30
Nursing Assistant III	10.17
Nursing Assistant IV	11.43
Pharmacy Technician	11.63
Phlebotomist	12.23
Registered Nurse I	16.36
Registered Nurse II	20.00
Registered Nurse II, Specialist	20.00
Registered Nurse III	21.21
Registered Nurse III, Anesthetist	24.21
Registered Nurse IV	29.01
Information and Arts Occupations	
Audiovisual Librarian	19.32
Exhibits Specialist I	16.53
Exhibits Specialist II	20.10
Exhibits Specialist III	25.61



Illustrator I	16.46
Illustrator II	20.10
Illustrator III	25.61
Librarian	17.46
Library Technician	11.00
Photographer I	11.36
Photographer II	13.07
Photographer III	15.89
Photographer IV	20.24
Photographer V	22.31
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	6.84
Counter Attendant	6.84
Dry Cleaner	7.55
Finisher, Flatwork, Machine	6.84
Presser, Hand	6.84
Presser, Machine, Drycleaning	6.84
Presser, Machine, Shirts	6.84
Presser, Machine, Wearing Apparel, Laundry	6.84
Sewing Machine Operator	8.72
Tailor	8.52
Washer, Machine	7.15
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	14.52
Tool and Die Maker	16.72
Material Handling and Packing Occupations	
Forklift Operator	12.18
Fuel Distribution System Operator	13.24
Material Coordinator	13.69
Material Expediter	13.69
Material Handling Laborer	9.68
Order Filler	10.73
Production Line Worker (Food Processing)	12.42
Shipping Packer	11.95
Shipping/Receiving Clerk	11.09
Stock Clerk (Shelf Stocker; Store Worker II)	12.71
Store Worker I	10.90
Tools and Parts Attendant	12.58
Warehouse Specialist	12.58
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	17.91
Aircraft Mechanic Helper	14.55
Aircraft Quality Control Inspector	18.53
Aircraft Servicer	15.88
Aircraft Worker	16.57
Appliance Mechanic	14.52
Bicycle Repairer	12.36
Cable Splicer	17.14
Carpenter, Maintenance	14.52
Carpet Layer	14.15
Electrician, Maintenance	18.11
Electronics Technician, Maintenance I	14.15
Electronics Technician, Maintenance II	16.43
Electronics Technician, Maintenance III	17.85
Fabric Worker	13.65
Fire Alarm System Mechanic	15.16
Fire Extinguisher Repairer	13.13
Fuel Distribution System Mechanic	15.59
General Maintenance Worker	13.96
Heating, Refrigeration and Air Conditioning Mechanic	15.09
Heavy Equipment Mechanic	15.26
Heavy Equipment Operator	15.09
Instrument Mechanic	17.35
Laborer	10.21
Locksmith	14.52
Machinery Maintenance Mechanic	16.43
Machinist, Maintenance	15.16
Maintenance Trades Helper	12.58
Millwright	17.54
Office Appliance Repairer	14.66
Painter, Aircraft	14.66
Painter, Maintenance	14.52
Pipefitter, Maintenance	16.28
Plumber, Maintenance	15.34
Pneudraulic Systems Mechanic	15.16
Rigger	16.50

Scale Mechanic	14.15
Sheet-Metal Worker, Maintenance	15.20
Small Engine Mechanic	13.96
Telecommunication Mechanic I	17.89
Telecommunication Mechanic II	20.65
Telephone Lineman	17.93
Welder, Combination, Maintenance	16.05
Well Driller	15.16
Woodcraft Worker	15.16
Woodworker	12.87
Miscellaneous Occupations	
Animal Caretaker	9.26
Carnival Equipment Operator	9.75
Carnival Equipment Repairer	11.17
Carnival Worker	8.41
Cashier	7.31
Desk Clerk	8.14
Embalmer	16.57
Lifeguard	9.42
Mortician	17.93
Park Attendant (Aide)	11.84
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.50
Recreation Specialist	12.18
Recycling Worker	11.26
Sales Clerk	8.50
School Crossing Guard (Crosswalk Attendant)	9.68
Sport Official	8.50
Survey Party Chief (Chief of Party)	10.58
Surveying Aide	7.01
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	9.61
Swimming Pool Operator	11.55
Vending Machine Attendant	11.68
Vending Machine Repairer	13.28
Vending Machine Repairer Helper	11.68
Personal Needs Occupations	
Child Care Attendant	7.52
Child Care Center Clerk	9.95
Chore Aid	7.94
Homemaker	11.08
Plant and System Operation Occupations	
Boiler Tender	17.14
Sewage Plant Operator	14.66
Stationary Engineer	17.14
Ventilation Equipment Tender	12.58
Water Treatment Plant Operator	14.52
Protective Service Occupations	
Alarm Monitor	12.35
Corrections Officer	11.87
Court Security Officer	12.33
Detention Officer	12.21
Firefighter	12.89
Guard I	8.78
Guard II	13.94
Police Officer	14.75
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	16.99
Hatch Tender	14.77
Line Handler	14.77
Stevedore I	16.28
Stevedore II	17.65
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.21
Air Traffic Control Specialist, Station (2)	19.46
Air Traffic Control Specialist, Terminal (2)	21.43
Archeological Technician I	15.11
Archeological Technician II	16.94
Archeological Technician III	20.94
Cartographic Technician	20.37
Civil Engineering Technician	14.65
Computer Based Training (CBT) Specialist/ Instructor	23.46
Drafter I	14.64
Drafter II	15.72
Drafter III	19.12
Drafter IV	24.35
Engineering Technician I	13.38
Engineering Technician II	15.52

Engineering Technician III	17.85
Engineering Technician IV	21.73
Engineering Technician V	27.67
Engineering Technician VI	30.49
Environmental Technician	18.22
Flight Simulator/Instructor (Pilot)	22.34
Graphic Artist	19.07
Instructor	19.65
Laboratory Technician	14.93
Mathematical Technician	16.76
Paralegal/Legal Assistant I	13.92
Paralegal/Legal Assistant II	17.06
Paralegal/Legal Assistant III	20.88
Paralegal/Legal Assistant IV	25.25
Photooptics Technician	16.56
Technical Writer	22.80
Unexploded (UXO) Safety Escort	17.93
Unexploded (UXO) Sweep Personnel	17.93
Unexploded Ordnance (UXO) Technician I	17.93
Unexploded Ordnance (UXO) Technician II	21.70
Unexploded Ordnance (UXO) Technician III	26.01
Weather Observer, Combined Upper Air and Surface Programs (3)	17.17
Weather Observer, Senior (3)	19.04
Weather Observer, Upper Air (3)	17.17
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	12.64
Parking and Lot Attendant	7.06
Shuttle Bus Driver	10.91
Taxi Driver	8.37
Truckdriver, Heavy Truck	13.59
Truckdriver, Light Truck	10.10
Truckdriver, Medium Truck	15.01
Truckdriver, Tractor-Trailer	13.59

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$86.00 a week or \$372.67 a month

VACATION: (Guam): 1 week paid vacation after 1 year of service with a contractor or successor; 2 weeks after 2 years; 3 weeks after 5 years; and 4 weeks after 15 years.

Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

- 3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, drying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges. A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms

ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:  
The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) (2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

WAGE DETERMINATION NO: 94-2233 REV (20) AREA: LA,NEW ORLEANS

WAGE DETERMINATION NO: 94-2233 REV (20) AREA: LA,NEW ORLEANS  
 REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
 \*\*\*FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL\*\*\*  
 WASHINGTON D.C. 20210

William W.Gross Division of | Wage Determination No.: 1994-2233  
 Director Wage Determinations | Revision No.: 20  
 Date Of Last Revision: 05/28/2002

State: Louisiana  
 Area: Louisiana Parishes of Jefferson, Lafourche, Orleans, Plaquemines, Saint John The Baptist, St Bernard, St Charles, St Tammany, Terrebonne, Washington

**Fringe Benefits Required Follow the Occupational Listing**	
OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	7.51
Accounting Clerk II	9.30
Accounting Clerk III	10.93
Accounting Clerk IV	13.21
Court Reporter	12.22
Dispatcher, Motor Vehicle	12.42
Document Preparation Clerk	10.46
Duplicating Machine Operator	10.46
Film/Tape Librarian	9.94
General Clerk I	5.83
General Clerk II	7.21
General Clerk III	9.55
General Clerk IV	11.47
Housing Referral Assistant	14.77
Key Entry Operator I	8.61
Key Entry Operator II	10.51
Messenger (Courier)	7.72
Order Clerk I	9.48
Order Clerk II	11.28
Personnel Assistant (Employment) I	6.97
Personnel Assistant (Employment) II	8.35
Personnel Assistant (Employment) III	11.42
Personnel Assistant (Employment) IV	11.84
Production Control Clerk	14.56
Rental Clerk	10.25
Scheduler, Maintenance	10.70
Secretary I	10.70
Secretary II	12.29
Secretary III	14.77
Secretary IV	17.91
Secretary V	20.85
Service Order Dispatcher	11.19
Stenographer I	11.10
Stenographer II	11.25
Supply Technician	17.91
Survey Worker (Interviewer)	10.80
Switchboard Operator-Receptionist	8.81
Test Examiner	12.29
Test Proctor	12.29
Travel Clerk I	10.49
Travel Clerk II	11.06
Travel Clerk III	11.67
Word Processor I	8.72
Word Processor II	11.37
Word Processor III	12.94
Automatic Data Processing Occupations	
Computer Data Librarian	9.39
Computer Operator I	9.39
Computer Operator II	10.56
Computer Operator III	12.18
Computer Operator IV	13.52
Computer Operator V	14.99
Computer Programmer I (1)	14.10
Computer Programmer II (1)	16.24

Computer Programmer III (1)	20.12
Computer Programmer IV (1)	24.17
Computer Systems Analyst I (1)	19.15
Computer Systems Analyst II (1)	25.02
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	12.17
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	15.66
Automotive Glass Installer	13.85
Automotive Worker	13.85
Electrician, Automotive	14.81
Mobile Equipment Servicer	11.91
Motor Equipment Metal Mechanic	15.66
Motor Equipment Metal Worker	13.85
Motor Vehicle Mechanic	15.66
Motor Vehicle Mechanic Helper	10.95
Motor Vehicle Upholstery Worker	12.89
Motor Vehicle Wrecker	13.85
Painter, Automotive	14.81
Radiator Repair Specialist	13.85
Tire Repairer	11.51
Transmission Repair Specialist	15.66
Food Preparation and Service Occupations	
Baker	9.35
Cook I	8.04
Cook II	9.35
Dishwasher	6.24
Food Service Worker	6.86
Meat Cutter	9.73
Waiter/Waitress	6.09
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	14.81
Furniture Handler	10.80
Furniture Refinisher	14.81
Furniture Refinisher Helper	10.95
Furniture Repairer, Minor	12.89
Upholsterer	14.81
General Services and Support Occupations	
Cleaner, Vehicles	7.18
Elevator Operator	7.18
Gardener	10.32
House Keeping Aid I	6.46
House Keeping Aid II	7.18
Janitor	7.18
Laborer, Grounds Maintenance	7.81
Maid or Houseman	6.46
Pest Controller	11.00
Refuse Collector	7.18
Tractor Operator	9.48
Window Cleaner	8.05
Health Occupations	
Dental Assistant	10.93
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.37
Licensed Practical Nurse I	10.83
Licensed Practical Nurse II	12.63
Licensed Practical Nurse III	13.66
Medical Assistant	9.77
Medical Laboratory Technician	11.93
Medical Record Clerk	10.16
Medical Record Technician	13.54
Nursing Assistant I	7.10
Nursing Assistant II	7.98
Nursing Assistant III	8.71
Nursing Assistant IV	9.77
Pharmacy Technician	12.19
Phlebotomist	10.39
Registered Nurse I	16.85
Registered Nurse II	21.85
Registered Nurse II, Specialist	24.44
Registered Nurse III	28.11
Registered Nurse III, Anesthetist	28.11
Registered Nurse IV	33.68
Information and Arts Occupations	
Audiovisual Librarian	15.71
Exhibits Specialist I	15.97
Exhibits Specialist II	18.68

Exhibits Specialist III	22.79
Illustrator I	15.97
Illustrator II	18.68
Illustrator III	22.79
Librarian	18.30
Library Technician	10.80
Photographer I	13.59
Photographer II	15.97
Photographer III	18.68
Photographer IV	22.79
Photographer V	27.64
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	6.89
Counter Attendant	6.89
Dry Cleaner	8.22
Finisher, Flatwork, Machine	6.89
Presser, Hand	6.89
Presser, Machine, Drycleaning	6.89
Presser, Machine, Shirts	6.89
Presser, Machine, Wearing Apparel, Laundry	6.89
Sewing Machine Operator	8.81
Tailor	9.40
Washer, Machine	7.58
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	14.81
Tool and Die Maker	18.06
Material Handling and Packing Occupations	
Forklift Operator	12.42
Fuel Distribution System Operator	13.70
Material Coordinator	13.74
Material Expediter	13.74
Material Handling Laborer	14.29
Order Filler	10.32
Production Line Worker (Food Processing)	10.83
Shipping Packer	11.87
Shipping/Receiving Clerk	11.87
Stock Clerk (Shelf Stocker; Store Worker II)	10.32
Store Worker I	8.63
Tools and Parts Attendant	12.42
Warehouse Specialist	12.42
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	19.17
Aircraft Mechanic Helper	13.41
Aircraft Quality Control Inspector	20.16
Aircraft Servicer	15.77
Aircraft Worker	16.96
Appliance Mechanic	14.81
Bicycle Repairer	11.51
Cable Splicer	18.01
Carpenter, Maintenance	14.81
Carpet Layer	13.85
Electrician, Maintenance	16.29
Electronics Technician, Maintenance I	17.00
Electronics Technician, Maintenance II	17.90
Electronics Technician, Maintenance III	18.96
Fabric Worker	12.89
Fire Alarm System Mechanic	15.66
Fire Extinguisher Repairer	12.41
Fuel Distribution System Mechanic	15.66
General Maintenance Worker	13.85
Heating, Refrigeration and Air Conditioning Mechanic	18.01
Heavy Equipment Mechanic	15.90
Heavy Equipment Operator	15.42
Instrument Mechanic	18.82
Laborer	8.26
Locksmith	14.81
Machinery Maintenance Mechanic	17.01
Machinist, Maintenance	18.45
Maintenance Trades Helper	10.95
Millwright	16.23
Office Appliance Repairer	14.81
Painter, Aircraft	15.41
Painter, Maintenance	14.81
Pipefitter, Maintenance	17.37
Plumber, Maintenance	16.43
Pneudraulic Systems Mechanic	15.66

Rigger	15.66
Scale Mechanic	13.85
Sheet-Metal Worker, Maintenance	15.66
Small Engine Mechanic	15.93
Telecommunication Mechanic I	20.06
Telecommunication Mechanic II	21.10
Telephone Lineman	20.06
Welder, Combination, Maintenance	15.66
Well Driller	15.66
Woodcraft Worker	15.66
Woodworker	11.91
Miscellaneous Occupations	
Animal Caretaker	7.24
Carnival Equipment Operator	9.78
Carnival Equipment Repairer	10.64
Carnival Worker	7.18
Cashier	7.18
Desk Clerk	8.82
Embalmer	16.57
Lifeguard	9.02
Mortician	16.57
Park Attendant (Aide)	11.32
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.70
Recreation Specialist	12.20
Recycling Worker	9.78
Sales Clerk	8.72
School Crossing Guard (Crosswalk Attendant)	6.17
Sport Official	8.61
Survey Party Chief (Chief of Party)	13.47
Surveying Aide	9.95
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	12.24
Swimming Pool Operator	10.75
Vending Machine Attendant	9.78
Vending Machine Repairer	12.36
Vending Machine Repairer Helper	9.78
Personal Needs Occupations	
Child Care Attendant	8.82
Child Care Center Clerk	11.57
Chore Aid	6.13
Homemaker	14.78
Plant and System Operation Occupations	
Boiler Tender	15.66
Sewage Plant Operator	14.81
Stationary Engineer	15.66
Ventilation Equipment Tender	10.95
Water Treatment Plant Operator	14.81
Protective Service Occupations	
Alarm Monitor	10.52
Corrections Officer	10.37
Court Security Officer	12.33
Detention Officer	10.37
Firefighter	11.86
Guard I	6.74
Guard II	10.64
Police Officer	14.75
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	16.85
Hatch Tender	18.07
Line Handler	18.07
Stevedore I	14.62
Stevedore II	16.79
Technical Occupations	
Air Traffic Control Specialist, Center (2)	27.00
Air Traffic Control Specialist, Station (2)	18.62
Air Traffic Control Specialist, Terminal (2)	20.50
Archeological Technician I	13.49
Archeological Technician II	15.08
Archeological Technician III	18.68
Cartographic Technician	21.49
Civil Engineering Technician	18.68
Computer Based Training (CBT) Specialist/ Instructor	20.47
Drafter I	13.62
Drafter II	15.63
Drafter III	17.86
Drafter IV	21.49
Engineering Technician I	15.04



Engineering Technician II	16.61
Engineering Technician III	18.66
Engineering Technician IV	22.26
Engineering Technician V	27.24
Engineering Technician VI	30.39
Environmental Technician	22.92
Flight Simulator/Instructor (Pilot)	26.99
Graphic Artist	17.80
Instructor	18.86
Laboratory Technician	14.90
Mathematical Technician	19.93
Paralegal/Legal Assistant I	11.89
Paralegal/Legal Assistant II	15.71
Paralegal/Legal Assistant III	19.22
Paralegal/Legal Assistant IV	23.26
Photooptics Technician	19.93
Technical Writer	19.83
Unexploded (UXO) Safety Escort	17.16
Unexploded (UXO) Sweep Personnel	17.16
Unexploded Ordnance (UXO) Technician I	17.16
Unexploded Ordnance (UXO) Technician II	20.79
Unexploded Ordnance (UXO) Technician III	24.88
Weather Observer, Combined Upper Air and Surface Programs (3)	12.12
Weather Observer, Senior (3)	14.74
Weather Observer, Upper Air (3)	12.12
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	12.28
Parking and Lot Attendant	7.05
Shuttle Bus Driver	9.34
Taxi Driver	8.57
Truckdriver, Heavy Truck	13.42
Truckdriver, Light Truck	10.75
Truckdriver, Medium Truck	12.44
Truckdriver, Tractor-Trailer	13.42

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$86.00 a week or \$372.67 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges. A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and

hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

WAGE DETERMINATION NO: 94-2507 REV (20) AREA: TX,CORPUS CHRISTI

WAGE DETERMINATION NO: 94-2507 REV (20) AREA: TX,CORPUS CHRISTI  
 REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
 \*\*\*FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL\*\*\*  
 WASHINGTON D.C. 20210

William W.Gross Division of | Wage Determination No.: 1994-2507  
 Director Wage Determinations | Revision No.: 20  
 Date Of Last Revision: 05/28/2002

State: Texas  
 Area: Texas Counties of Aransas, Bee, Calhoun, Goliad, Jim Wells, Kleberg, Live Oak,  
 Nueces, Refugio, San Patricio, Victoria

**Fringe Benefits Required Follow the Occupational Listing**	
OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	8.10
Accounting Clerk II	9.90
Accounting Clerk III	11.58
Accounting Clerk IV	13.01
Court Reporter	11.60
Dispatcher, Motor Vehicle	9.83
Document Preparation Clerk	9.00
Duplicating Machine Operator	9.00
Film/Tape Librarian	8.68
General Clerk I	8.23
General Clerk II	9.24
General Clerk III	13.33
General Clerk IV	15.06
Housing Referral Assistant	15.48
Key Entry Operator I	9.24
Key Entry Operator II	12.12
Messenger (Courier)	8.33
Order Clerk I	8.07
Order Clerk II	9.90
Personnel Assistant (Employment) I	7.28
Personnel Assistant (Employment) II	8.17
Personnel Assistant (Employment) III	11.80
Personnel Assistant (Employment) IV	13.31
Production Control Clerk	13.56
Rental Clerk	9.66
Scheduler, Maintenance	10.38
Secretary I	10.38
Secretary II	14.33
Secretary III	15.48
Secretary IV	16.13
Secretary V	18.70
Service Order Dispatcher	10.07
Stenographer I	7.49
Stenographer II	8.40
Supply Technician	14.17
Survey Worker (Interviewer)	11.60
Switchboard Operator-Receptionist	8.30
Test Examiner	14.33
Test Proctor	14.33
Travel Clerk I	8.46
Travel Clerk II	8.95
Travel Clerk III	9.37
Word Processor I	8.84
Word Processor II	10.24
Word Processor III	11.46
Automatic Data Processing Occupations	
Computer Data Librarian	9.36
Computer Operator I	10.10
Computer Operator II	12.01
Computer Operator III	13.21
Computer Operator IV	15.72
Computer Operator V	17.45
Computer Programmer I (1)	13.53
Computer Programmer II (1)	16.80

Computer Programmer III (1)	21.27
Computer Programmer IV (1)	25.64
Computer Systems Analyst I (1)	18.50
Computer Systems Analyst II (1)	25.94
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	10.10
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	17.34
Automotive Glass Installer	15.94
Automotive Worker	15.94
Electrician, Automotive	16.65
Mobile Equipment Servicer	14.56
Motor Equipment Metal Mechanic	17.34
Motor Equipment Metal Worker	15.94
Motor Vehicle Mechanic	17.34
Motor Vehicle Mechanic Helper	13.82
Motor Vehicle Upholstery Worker	15.25
Motor Vehicle Wrecker	15.94
Painter, Automotive	16.65
Radiator Repair Specialist	15.94
Tire Repairer	14.07
Transmission Repair Specialist	17.34
Food Preparation and Service Occupations	
Baker	8.37
Cook I	7.19
Cook II	8.37
Dishwasher	6.03
Food Service Worker	6.14
Meat Cutter	10.59
Waiter/Waitress	6.34
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	16.65
Furniture Handler	13.82
Furniture Refinisher	16.65
Furniture Refinisher Helper	13.82
Furniture Repairer, Minor	15.25
Upholsterer	16.65
General Services and Support Occupations	
Cleaner, Vehicles	6.85
Elevator Operator	7.50
Gardener	9.46
House Keeping Aid I	6.82
House Keeping Aid II	7.29
Janitor	7.50
Laborer, Grounds Maintenance	7.90
Maid or Houseman	6.29
Pest Controller	8.73
Refuse Collector	7.17
Tractor Operator	9.07
Window Cleaner	8.02
Health Occupations	
Dental Assistant	10.93
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	13.12
Licensed Practical Nurse I	10.55
Licensed Practical Nurse II	11.83
Licensed Practical Nurse III	13.23
Medical Assistant	10.75
Medical Laboratory Technician	10.31
Medical Record Clerk	9.77
Medical Record Technician	13.54
Nursing Assistant I	7.75
Nursing Assistant II	8.71
Nursing Assistant III	9.50
Nursing Assistant IV	10.67
Pharmacy Technician	12.19
Phlebotomist	11.83
Registered Nurse I	16.43
Registered Nurse II	20.11
Registered Nurse II, Specialist	20.11
Registered Nurse III	24.33
Registered Nurse III, Anesthetist	24.33
Registered Nurse IV	29.15
Information and Arts Occupations	
Audiovisual Librarian	14.36
Exhibits Specialist I	16.89
Exhibits Specialist II	20.25

Exhibits Specialist III	23.71
Illustrator I	16.89
Illustrator II	20.27
Illustrator III	23.71
Librarian	18.71
Library Technician	10.73
Photographer I	13.47
Photographer II	16.43
Photographer III	19.23
Photographer IV	23.46
Photographer V	28.47
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	6.83
Counter Attendant	6.83
Dry Cleaner	7.40
Finisher, Flatwork, Machine	6.83
Presser, Hand	6.83
Presser, Machine, Drycleaning	6.83
Presser, Machine, Shirts	6.83
Presser, Machine, Wearing Apparel, Laundry	6.83
Sewing Machine Operator	7.82
Tailor	8.91
Washer, Machine	7.22
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	17.07
Tool and Die Maker	19.94
Material Handling and Packing Occupations	
Forklift Operator	10.70
Fuel Distribution System Operator	14.54
Material Coordinator	13.46
Material Expediter	13.46
Material Handling Laborer	9.71
Order Filler	10.02
Production Line Worker (Food Processing)	10.70
Shipping Packer	10.02
Shipping/Receiving Clerk	10.02
Stock Clerk (Shelf Stocker; Store Worker II)	13.67
Store Worker I	10.07
Tools and Parts Attendant	11.77
Warehouse Specialist	11.77
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	17.34
Aircraft Mechanic Helper	13.82
Aircraft Quality Control Inspector	18.10
Aircraft Servicer	15.25
Aircraft Worker	15.94
Appliance Mechanic	16.65
Bicycle Repairer	13.35
Cable Splicer	19.07
Carpenter, Maintenance	16.01
Carpet Layer	15.28
Electrician, Maintenance	17.34
Electronics Technician, Maintenance I	12.81
Electronics Technician, Maintenance II	19.11
Electronics Technician, Maintenance III	21.30
Fabric Worker	14.58
Fire Alarm System Mechanic	17.34
Fire Extinguisher Repairer	15.25
Fuel Distribution System Mechanic	17.34
General Maintenance Worker	12.02
Heating, Refrigeration and Air Conditioning Mechanic	17.34
Heavy Equipment Mechanic	17.79
Heavy Equipment Operator	17.34
Instrument Mechanic	17.34
Laborer	12.71
Locksmith	17.53
Machinery Maintenance Mechanic	21.16
Machinist, Maintenance	20.96
Maintenance Trades Helper	13.82
Millwright	17.34
Office Appliance Repairer	16.65
Painter, Aircraft	16.65
Painter, Maintenance	16.65
Pipefitter, Maintenance	17.34
Plumber, Maintenance	16.65
Pneudraulic Systems Mechanic	17.34

Rigger	17.34
Scale Mechanic	15.94
Sheet-Metal Worker, Maintenance	17.34
Small Engine Mechanic	15.94
Telecommunication Mechanic I	19.07
Telecommunication Mechanic II	19.83
Telephone Lineman	19.07
Welder, Combination, Maintenance	17.34
Well Driller	17.34
Woodcraft Worker	17.34
Woodworker	15.94
Miscellaneous Occupations	
Animal Caretaker	7.77
Carnival Equipment Operator	9.21
Carnival Equipment Repairer	9.60
Carnival Worker	7.50
Cashier	8.44
Desk Clerk	8.99
Embalmer	17.93
Lifeguard	9.42
Mortician	16.57
Park Attendant (Aide)	11.84
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.30
Recreation Specialist	12.46
Recycling Worker	8.67
Sales Clerk	8.87
School Crossing Guard (Crosswalk Attendant)	6.17
Sport Official	8.81
Survey Party Chief (Chief of Party)	14.06
Surveying Aide	9.45
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	11.64
Swimming Pool Operator	9.12
Vending Machine Attendant	7.89
Vending Machine Repairer	9.12
Vending Machine Repairer Helper	7.89
Personal Needs Occupations	
Child Care Attendant	8.99
Child Care Center Clerk	11.21
Chore Aid	5.94
Homemaker	13.71
Plant and System Operation Occupations	
Boiler Tender	19.07
Sewage Plant Operator	18.32
Stationary Engineer	19.07
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Water Treatment Plant Operator	16.65
Protective Service Occupations	
Alarm Monitor	10.72
Corrections Officer	19.97
Court Security Officer	19.97
Detention Officer	19.97
Firefighter	18.49
Guard I	8.14
Guard II	10.27
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Stevedoring/Longshoremen Occupations	
Blocker and Bracer	13.75
Hatch Tender	13.75
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Stevedore I	11.91
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Drafter II	16.59
Drafter III	20.26
Drafter IV	23.71
Engineering Technician I	13.81

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Unexploded (UXO) Safety Escort	17.93
Unexploded (UXO) Sweep Personnel	17.93
Unexploded Ordnance (UXO) Technician I	17.93
Unexploded Ordnance (UXO) Technician II	21.70
Unexploded Ordnance (UXO) Technician III	26.01
Weather Observer, Combined Upper Air and Surface Programs (3)	11.84
Weather Observer, Senior (3)	14.41
Weather Observer, Upper Air (3)	11.84
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	10.00
Parking and Lot Attendant	5.86
Shuttle Bus Driver	7.66
Taxi Driver	7.67
Truckdriver, Heavy Truck	14.28
Truckdriver, Light Truck	7.66
Truckdriver, Medium Truck	12.65
Truckdriver, Tractor-Trailer	14.94

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REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.



WAGE DETERMINATION NO: 94-2513 REV (21) AREA: TX,FORT WORTH

WAGE DETERMINATION NO: 94-2513 REV (21) AREA: TX,FORT WORTH  
 REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
 \*\*\*FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL\*\*\*  
 WASHINGTON D.C. 20210

William W.Gross Division of | Wage Determination No.: 1994-2513  
 Director Wage Determinations | Revision No.: 21  
 Date Of Last Revision: 05/29/2002

State: Texas  
 Area: Texas Counties of Erath, Hood, Jack, Johnson, Montague, Palo Pinto, Parker,  
 Somervell, Tarrant, Wise

**Fringe Benefits Required Follow the Occupational Listing**	
OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	10.09
Accounting Clerk II	11.24
Accounting Clerk III	12.86
Accounting Clerk IV	15.10
Court Reporter	15.10
Dispatcher, Motor Vehicle	13.16
Document Preparation Clerk	11.55
Duplicating Machine Operator	11.24
Film/Tape Librarian	11.37
General Clerk I	9.12
General Clerk II	9.34
General Clerk III	11.23
General Clerk IV	12.68
Housing Referral Assistant	17.29
Key Entry Operator I	10.00
Key Entry Operator II	11.55
Messenger (Courier)	8.19
Order Clerk I	10.93
Order Clerk II	13.18
Personnel Assistant (Employment) I	10.46
Personnel Assistant (Employment) II	12.46
Personnel Assistant (Employment) III	14.49
Personnel Assistant (Employment) IV	18.03
Production Control Clerk	17.29
Rental Clerk	12.86
Scheduler, Maintenance	12.86
Secretary I	12.86
Secretary II	15.10
Secretary III	17.29
Secretary IV	19.18
Secretary V	23.38
Service Order Dispatcher	12.86
Stenographer I	12.65
Stenographer II	13.55
Supply Technician	18.43
Survey Worker (Interviewer)	13.19
Switchboard Operator-Receptionist	10.40
Test Examiner	15.10
Test Proctor	15.10
Travel Clerk I	12.29
Travel Clerk II	13.23
Travel Clerk III	14.18
Word Processor I	11.24
Word Processor II	13.26
Word Processor III	15.10
Automatic Data Processing Occupations	
Computer Data Librarian	9.57
Computer Operator I	11.87
Computer Operator II	14.58
Computer Operator III	18.07
Computer Operator IV	20.27
Computer Operator V	22.90
Computer Programmer I (1)	14.15
Computer Programmer II (1)	18.88

Computer Programmer III (1)	21.76
Computer Programmer IV (1)	27.26
Computer Systems Analyst I (1)	24.42
Computer Systems Analyst II (1)	27.62
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	11.87
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	17.48
Automotive Glass Installer	16.28
Automotive Worker	16.28
Electrician, Automotive	16.68
Mobile Equipment Servicer	13.04
Motor Equipment Metal Mechanic	17.48
Motor Equipment Metal Worker	16.28
Motor Vehicle Mechanic	17.48
Motor Vehicle Mechanic Helper	13.04
Motor Vehicle Upholstery Worker	15.54
Motor Vehicle Wrecker	15.54
Painter, Automotive	16.28
Radiator Repair Specialist	15.54
Tire Repairer	11.39
Transmission Repair Specialist	17.48
Food Preparation and Service Occupations	
Baker	10.24
Cook I	9.05
Cook II	10.24
Dishwasher	6.93
Food Service Worker	8.26
Meat Cutter	11.78
Waiter/Waitress	7.19
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	14.72
Furniture Handler	11.79
Furniture Refinisher	14.72
Furniture Refinisher Helper	11.79
Furniture Repairer, Minor	12.94
Upholsterer	14.06
General Services and Support Occupations	
Cleaner, Vehicles	8.26
Elevator Operator	8.26
Gardener	10.41
House Keeping Aid I	6.85
House Keeping Aid II	7.89
Janitor	8.26
Laborer, Grounds Maintenance	9.10
Maid or Houseman	6.85
Pest Controller	10.66
Refuse Collector	8.26
Tractor Operator	9.72
Window Cleaner	9.10
Health Occupations	
Dental Assistant	12.47
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	12.02
Licensed Practical Nurse I	11.02
Licensed Practical Nurse II	12.36
Licensed Practical Nurse III	13.83
Medical Assistant	10.11
Medical Laboratory Technician	11.12
Medical Record Clerk	11.12
Medical Record Technician	13.54
Nursing Assistant I	7.10
Nursing Assistant II	8.78
Nursing Assistant III	9.33
Nursing Assistant IV	10.47
Pharmacy Technician	12.19
Phlebotomist	12.36
Registered Nurse I	17.13
Registered Nurse II	20.97
Registered Nurse II, Specialist	20.97
Registered Nurse III	25.62
Registered Nurse III, Anesthetist	25.62
Registered Nurse IV	30.38
Information and Arts Occupations	
Audiovisual Librarian	15.63
Exhibits Specialist I	15.94
Exhibits Specialist II	21.37

Exhibits Specialist III	23.83
Illustrator I	17.53
Illustrator II	21.62
Illustrator III	23.83
Librarian	25.26
Library Technician	11.99
Photographer I	12.76
Photographer II	15.53
Photographer III	19.14
Photographer IV	21.10
Photographer V	24.60
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	7.72
Counter Attendant	7.72
Dry Cleaner	9.04
Finisher, Flatwork, Machine	7.72
Presser, Hand	7.72
Presser, Machine, Drycleaning	7.72
Presser, Machine, Shirts	7.72
Presser, Machine, Wearing Apparel, Laundry	7.72
Sewing Machine Operator	9.47
Tailor	10.01
Washer, Machine	8.46
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	17.04
Tool and Die Maker	22.64
Material Handling and Packing Occupations	
Forklift Operator	12.41
Fuel Distribution System Operator	13.83
Material Coordinator	14.24
Material Expediter	14.24
Material Handling Laborer	9.62
Order Filler	10.12
Production Line Worker (Food Processing)	11.28
Shipping Packer	9.57
Shipping/Receiving Clerk	10.96
Stock Clerk (Shelf Stocker; Store Worker II)	12.27
Store Worker I	8.65
Tools and Parts Attendant	12.36
Warehouse Specialist	12.36
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	20.00
Aircraft Mechanic Helper	13.56
Aircraft Quality Control Inspector	21.62
Aircraft Servicer	15.38
Aircraft Worker	16.17
Appliance Mechanic	14.37
Bicycle Repairer	11.39
Cable Splicer	15.81
Carpenter, Maintenance	15.68
Carpet Layer	14.06
Electrician, Maintenance	18.18
Electronics Technician, Maintenance I	16.56
Electronics Technician, Maintenance II	24.38
Electronics Technician, Maintenance III	25.19
Fabric Worker	11.79
Fire Alarm System Mechanic	15.81
Fire Extinguisher Repairer	13.37
Fuel Distribution System Mechanic	15.81
General Maintenance Worker	14.06
Heating, Refrigeration and Air Conditioning Mechanic	15.81
Heavy Equipment Mechanic	15.81
Heavy Equipment Operator	15.81
Instrument Mechanic	15.81
Laborer	10.46
Locksmith	14.72
Machinery Maintenance Mechanic	16.71
Machinist, Maintenance	15.81
Maintenance Trades Helper	11.79
Millwright	16.86
Office Appliance Repairer	14.69
Painter, Aircraft	16.00
Painter, Maintenance	14.72
Pipefitter, Maintenance	17.73
Plumber, Maintenance	16.93
Pneudraulic Systems Mechanic	15.81

Rigger	15.81
Scale Mechanic	14.06
Sheet-Metal Worker, Maintenance	16.62
Small Engine Mechanic	13.37
Telecommunication Mechanic I	17.39
Telecommunication Mechanic II	18.16
Telephone Lineman	17.39
Welder, Combination, Maintenance	15.81
Well Driller	15.81
Woodcraft Worker	15.81
Woodworker	14.06
Miscellaneous Occupations	
Animal Caretaker	7.94
Carnival Equipment Operator	10.61
Carnival Equipment Repairer	11.37
Carnival Worker	8.20
Cashier	7.96
Desk Clerk	9.75
Embalmer	16.57
Lifeguard	9.62
Mortician	18.23
Park Attendant (Aide)	12.08
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.94
Recreation Specialist	13.52
Recycling Worker	10.64
Sales Clerk	10.52
School Crossing Guard (Crosswalk Attendant)	7.51
Sport Official	9.56
Survey Party Chief (Chief of Party)	17.34
Surveying Aide	10.05
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	12.62
Swimming Pool Operator	12.96
Vending Machine Attendant	10.69
Vending Machine Repairer	12.96
Vending Machine Repairer Helper	10.69
Personal Needs Occupations	
Child Care Attendant	9.75
Child Care Center Clerk	12.17
Chore Aid	6.75
Homemaker	16.12
Plant and System Operation Occupations	
Boiler Tender	19.29
Sewage Plant Operator	16.19
Stationary Engineer	19.29
Ventilation Equipment Tender	11.28
Water Treatment Plant Operator	14.72
Protective Service Occupations	
Alarm Monitor	11.37
Corrections Officer	15.87
Court Security Officer	17.64
Detention Officer	16.31
Firefighter	17.15
Guard I	8.84
Guard II	16.68
Police Officer	22.12
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	13.97
Hatch Tender	13.97
Line Handler	13.97
Stevedore I	12.35
Stevedore II	14.43
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.80
Air Traffic Control Specialist, Station (2)	19.87
Air Traffic Control Specialist, Terminal (2)	21.87
Archeological Technician I	14.18
Archeological Technician II	15.94
Archeological Technician III	21.37
Cartographic Technician	21.58
Civil Engineering Technician	21.37
Computer Based Training (CBT) Specialist/ Instructor	23.94
Drafter I	11.90
Drafter II	13.10
Drafter III	15.94
Drafter IV	21.37
Engineering Technician I	12.74

Engineering Technician II	15.53
Engineering Technician III	16.54
Engineering Technician IV	19.76
Engineering Technician V	21.77
Engineering Technician VI	25.38
Environmental Technician	18.30
Flight Simulator/Instructor (Pilot)	26.53
Graphic Artist	19.30
Instructor	19.23
Laboratory Technician	16.54
Mathematical Technician	21.37
Paralegal/Legal Assistant I	14.96
Paralegal/Legal Assistant II	20.61
Paralegal/Legal Assistant III	23.87
Paralegal/Legal Assistant IV	28.85
Photooptics Technician	18.67
Technical Writer	23.30
Unexploded (UXO) Safety Escort	18.31
Unexploded (UXO) Sweep Personnel	18.31
Unexploded Ordnance (UXO) Technician I	18.31
Unexploded Ordnance (UXO) Technician II	22.15
Unexploded Ordnance (UXO) Technician III	26.55
Weather Observer, Combined Upper Air and Surface Programs (3)	16.45
Weather Observer, Senior (3)	18.28
Weather Observer, Upper Air (3)	16.45
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	12.65
Parking and Lot Attendant	6.75
Shuttle Bus Driver	11.03
Taxi Driver	8.26
Truckdriver, Heavy Truck	15.51
Truckdriver, Light Truck	10.88
Truckdriver, Medium Truck	14.77
Truckdriver, Tractor-Trailer	15.51

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$86.00 a week or \$372.67 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges. A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and

hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

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- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
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- 6) The contractor informs the affected employees.

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WAGE DETERMINATION NO: 94-2299 REV (19) AREA: MS,MERIDIAN

WAGE DETERMINATION NO: 94-2299 REV (19) AREA: MS,MERIDIAN  
 REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
 \*\*\*FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL\*\*\*  
 WASHINGTON D.C. 20210

William W.Gross Division of | Wage Determination No.: 1994-2299  
 Director Wage Determinations | Revision No.: 19  
 Date Of Last Revision: 05/28/2002

States: Alabama, Mississippi  
 Area: Alabama County of Sumter  
 Mississippi Counties of Clarke, Forrest, Greene, Jasper, Jones, Kemper, Lauderdale,  
 Neshoba, Newton, Perry, Wayne

**Fringe Benefits Required Follow the Occupational Listing**	
OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	8.36
Accounting Clerk II	9.19
Accounting Clerk III	10.65
Accounting Clerk IV	12.85
Court Reporter	11.97
Dispatcher, Motor Vehicle	12.46
Document Preparation Clerk	8.43
Duplicating Machine Operator	8.43
Film/Tape Librarian	9.56
General Clerk I	6.66
General Clerk II	7.91
General Clerk III	9.11
General Clerk IV	10.23
Housing Referral Assistant	12.34
Key Entry Operator I	8.99
Key Entry Operator II	10.65
Messenger (Courier)	6.94
Order Clerk I	7.01
Order Clerk II	9.50
Personnel Assistant (Employment) I	6.94
Personnel Assistant (Employment) II	8.25
Personnel Assistant (Employment) III	9.50
Personnel Assistant (Employment) IV	10.68
Production Control Clerk	13.35
Rental Clerk	9.56
Scheduler, Maintenance	9.72
Secretary I	9.72
Secretary II	11.06
Secretary III	12.34
Secretary IV	14.16
Secretary V	15.70
Service Order Dispatcher	12.09
Stenographer I	9.31
Stenographer II	9.97
Supply Technician	9.67
Survey Worker (Interviewer)	10.88
Switchboard Operator-Receptionist	8.43
Test Examiner	11.06
Test Proctor	11.06
Travel Clerk I	8.51
Travel Clerk II	8.91
Travel Clerk III	9.36
Word Processor I	8.70
Word Processor II	9.59
Word Processor III	10.91
Automatic Data Processing Occupations	
Computer Data Librarian	8.07
Computer Operator I	9.82
Computer Operator II	11.85
Computer Operator III	14.20
Computer Operator IV	16.30
Computer Operator V	18.18
Computer Programmer I (1)	13.42

Computer Programmer II (1)	16.59
Computer Programmer III (1)	19.99
Computer Programmer IV (1)	24.16
Computer Systems Analyst I (1)	18.14
Computer Systems Analyst II (1)	21.53
Computer Systems Analyst III (1)	24.76
Peripheral Equipment Operator	10.35
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	16.99
Automotive Glass Installer	15.18
Automotive Worker	15.18
Electrician, Automotive	16.08
Mobile Equipment Servicer	13.34
Motor Equipment Metal Mechanic	16.99
Motor Equipment Metal Worker	15.18
Motor Vehicle Mechanic	16.99
Motor Vehicle Mechanic Helper	12.49
Motor Vehicle Upholstery Worker	14.25
Motor Vehicle Wrecker	15.18
Painter, Automotive	16.08
Radiator Repair Specialist	15.18
Tire Repairer	12.89
Transmission Repair Specialist	16.99
Food Preparation and Service Occupations	
Baker	9.76
Cook I	8.05
Cook II	9.76
Dishwasher	6.07
Food Service Worker	6.25
Meat Cutter	9.77
Waiter/Waitress	6.50
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	16.08
Furniture Handler	11.14
Furniture Refinisher	16.08
Furniture Refinisher Helper	12.49
Furniture Repairer, Minor	14.25
Upholsterer	16.08
General Services and Support Occupations	
Cleaner, Vehicles	7.54
Elevator Operator	7.28
Gardener	9.85
House Keeping Aid I	6.49
House Keeping Aid II	7.33
Janitor	7.28
Laborer, Grounds Maintenance	8.23
Maid or Houseman	6.85
Pest Controller	10.76
Refuse Collector	7.54
Tractor Operator	8.86
Window Cleaner	7.94
Health Occupations	
Dental Assistant	10.96
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	10.93
Licensed Practical Nurse I	10.22
Licensed Practical Nurse II	11.46
Licensed Practical Nurse III	12.83
Medical Assistant	9.77
Medical Laboratory Technician	11.59
Medical Record Clerk	9.79
Medical Record Technician	13.54
Nursing Assistant I	7.26
Nursing Assistant II	8.16
Nursing Assistant III	8.91
Nursing Assistant IV	9.99
Pharmacy Technician	12.19
Phlebotomist	11.33
Registered Nurse I	16.03
Registered Nurse II	19.62
Registered Nurse II, Specialist	19.62
Registered Nurse III	23.74
Registered Nurse III, Anesthetist	23.74
Registered Nurse IV	28.44
Information and Arts Occupations	
Audiovisual Librarian	12.67
Exhibits Specialist I	11.95



Exhibits Specialist II	15.32
Exhibits Specialist III	16.93
Illustrator I	11.95
Illustrator II	15.32
Illustrator III	16.93
Librarian	15.44
Library Technician	10.13
Photographer I	9.86
Photographer II	11.78
Photographer III	15.11
Photographer IV	16.70
Photographer V	20.20
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	7.00
Counter Attendant	7.00
Dry Cleaner	7.44
Finisher, Flatwork, Machine	7.00
Presser, Hand	7.00
Presser, Machine, Drycleaning	7.00
Presser, Machine, Shirts	7.00
Presser, Machine, Wearing Apparel, Laundry	7.00
Sewing Machine Operator	8.68
Tailor	9.09
Washer, Machine	7.39
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	16.08
Tool and Die Maker	19.17
Material Handling and Packing Occupations	
Forklift Operator	12.49
Fuel Distribution System Operator	13.34
Material Coordinator	14.25
Material Expediter	14.25
Material Handling Laborer	10.22
Order Filler	9.56
Production Line Worker (Food Processing)	12.49
Shipping Packer	11.84
Shipping/Receiving Clerk	11.84
Stock Clerk (Shelf Stocker; Store Worker II)	11.41
Store Worker I	8.51
Tools and Parts Attendant	12.49
Warehouse Specialist	12.49
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	16.99
Aircraft Mechanic Helper	12.49
Aircraft Quality Control Inspector	17.74
Aircraft Servicer	14.25
Aircraft Worker	15.18
Appliance Mechanic	16.08
Bicycle Repairer	12.89
Cable Splicer	16.99
Carpenter, Maintenance	16.08
Carpet Layer	15.18
Electrician, Maintenance	16.99
Electronics Technician, Maintenance I	14.47
Electronics Technician, Maintenance II	17.69
Electronics Technician, Maintenance III	21.40
Fabric Worker	14.25
Fire Alarm System Mechanic	16.99
Fire Extinguisher Repairer	13.34
Fuel Distribution System Mechanic	16.99
General Maintenance Worker	15.18
Heating, Refrigeration and Air Conditioning Mechanic	16.99
Heavy Equipment Mechanic	16.99
Heavy Equipment Operator	16.99
Instrument Mechanic	16.99
Laborer	10.22
Locksmith	16.08
Machinery Maintenance Mechanic	16.99
Machinist, Maintenance	16.99
Maintenance Trades Helper	12.49
Millwright	17.20
Office Appliance Repairer	16.08
Painter, Aircraft	16.08
Painter, Maintenance	16.08
Pipefitter, Maintenance	16.99
Plumber, Maintenance	16.08

Pneudraulic Systems Mechanic	16.99
Rigger	16.99
Scale Mechanic	15.18
Sheet-Metal Worker, Maintenance	16.99
Small Engine Mechanic	15.18
Telecommunication Mechanic I	16.99
Telecommunication Mechanic II	17.34
Telephone Lineman	16.99
Welder, Combination, Maintenance	16.99
Well Driller	16.99
Woodcraft Worker	16.99
Woodworker	13.34
Miscellaneous Occupations	
Animal Caretaker	7.57
Carnival Equipment Operator	8.86
Carnival Equipment Repairer	9.85
Carnival Worker	15.20
Cashier	6.57
Desk Clerk	6.97
Embalmer	16.57
Lifeguard	6.74
Mortician	16.57
Park Attendant (Aide)	7.85
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	5.86
Recreation Specialist	8.73
Recycling Worker	8.86
Sales Clerk	6.74
School Crossing Guard (Crosswalk Attendant)	7.54
Sport Official	5.77
Survey Party Chief (Chief of Party)	9.63
Surveying Aide	6.74
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	8.75
Swimming Pool Operator	10.74
Vending Machine Attendant	8.86
Vending Machine Repairer	10.74
Vending Machine Repairer Helper	8.86
Personal Needs Occupations	
Child Care Attendant	6.68
Child Care Center Clerk	8.32
Chore Aid	6.50
Homemaker	9.23
Plant and System Operation Occupations	
Boiler Tender	19.38
Sewage Plant Operator	16.08
Stationary Engineer	19.38
Ventilation Equipment Tender	12.49
Water Treatment Plant Operator	16.08
Protective Service Occupations	
Alarm Monitor	10.18
Corrections Officer	11.87
Court Security Officer	12.33
Detention Officer	11.87
Firefighter	12.07
Guard I	8.74
Guard II	10.18
Police Officer	14.75
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	15.00
Hatch Tender	15.00
Line Handler	15.00
Stevedore I	14.17
Stevedore II	15.83
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.21
Air Traffic Control Specialist, Station (2)	19.46
Air Traffic Control Specialist, Terminal (2)	21.43
Archeological Technician I	11.06
Archeological Technician II	13.59
Archeological Technician III	15.32
Cartographic Technician	16.29
Civil Engineering Technician	13.93
Computer Based Training (CBT) Specialist/ Instructor	17.39
Drafter I	8.37
Drafter II	10.00
Drafter III	11.95
Drafter IV	15.32

Engineering Technician I	7.72
Engineering Technician II	9.22
Engineering Technician III	11.01
Engineering Technician IV	14.13
Engineering Technician V	15.60
Engineering Technician VI	18.88
Environmental Technician	15.32
Flight Simulator/Instructor (Pilot)	22.33
Graphic Artist	14.87
Instructor	14.27
Laboratory Technician	13.35
Mathematical Technician	15.32
Paralegal/Legal Assistant I	11.02
Paralegal/Legal Assistant II	14.11
Paralegal/Legal Assistant III	15.81
Paralegal/Legal Assistant IV	17.36
Photooptics Technician	15.11
Technical Writer	16.36
Unexploded (UXO) Safety Escort	17.93
Unexploded (UXO) Sweep Personnel	17.93
Unexploded Ordnance (UXO) Technician I	17.93
Unexploded Ordnance (UXO) Technician II	21.70
Unexploded Ordnance (UXO) Technician III	26.01
Weather Observer, Combined Upper Air and Surface Programs (3)	13.35
Weather Observer, Senior (3)	15.33
Weather Observer, Upper Air (3)	13.35
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	10.09
Parking and Lot Attendant	6.88
Shuttle Bus Driver	10.96
Taxi Driver	7.31
Truckdriver, Heavy Truck	14.30
Truckdriver, Light Truck	11.52
Truckdriver, Medium Truck	12.76
Truckdriver, Tractor-Trailer	14.30

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$86.00 a week or \$372.67 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 3 weeks after 10 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, drying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges. A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent

work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) (2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

WAGE DETERMINATION NO: 94-2115 REV (29) AREA: FL,JACKSONVILLE

WAGE DETERMINATION NO: 94-2115 REV (29) AREA: FL,JACKSONVILLE  
 REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
 \*\*\*FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL\*\*\*  
 WASHINGTON D.C. 20210

William W.Gross Division of | Wage Determination No.: 1994-2115  
 Director Wage Determinations | Revision No.: 29  
 Date Of Last Revision: 05/29/2002

States: Florida, Georgia  
 Area: Florida Counties of Baker, Clay, Columbia, Duval, Hamilton, Lafayette, Madison,  
 Nassau, Putnam, Saint Johns, Suwannee, Taylor  
 Georgia Counties of Brantley, Camden, Charlton, Glynn, Pierce

**Fringe Benefits Required Follow the Occupational Listing**	
OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	9.85
Accounting Clerk II	11.70
Accounting Clerk III	12.45
Accounting Clerk IV	15.56
Court Reporter	13.04
Dispatcher, Motor Vehicle	13.23
Document Preparation Clerk	10.25
Duplicating Machine Operator	10.25
Film/Tape Librarian	11.23
General Clerk I	8.34
General Clerk II	9.64
General Clerk III	11.58
General Clerk IV	17.76
Housing Referral Assistant	14.11
Key Entry Operator I	10.06
Key Entry Operator II	12.80
Messenger (Courier)	8.42
Order Clerk I	10.99
Order Clerk II	12.48
Personnel Assistant (Employment) I	11.52
Personnel Assistant (Employment) II	12.10
Personnel Assistant (Employment) III	12.87
Personnel Assistant (Employment) IV	14.77
Production Control Clerk	14.60
Rental Clerk	10.35
Scheduler, Maintenance	11.23
Secretary I	11.23
Secretary II	12.86
Secretary III	14.11
Secretary IV	16.36
Secretary V	16.60
Service Order Dispatcher	11.56
Stenographer I	13.28
Stenographer II	14.08
Supply Technician	16.69
Survey Worker (Interviewer)	11.85
Switchboard Operator-Receptionist	8.55
Test Examiner	12.86
Test Proctor	12.86
Travel Clerk I	8.88
Travel Clerk II	9.68
Travel Clerk III	10.43
Word Processor I	10.97
Word Processor II	14.62
Word Processor III	16.37
Automatic Data Processing Occupations	
Computer Data Librarian	11.58
Computer Operator I	12.18
Computer Operator II	13.12
Computer Operator III	15.41
Computer Operator IV	18.91
Computer Operator V	21.00
Computer Programmer I (1)	16.52

Computer Programmer II (1)	21.25
Computer Programmer III (1)	22.97
Computer Programmer IV (1)	27.62
Computer Systems Analyst I (1)	19.20
Computer Systems Analyst II (1)	22.63
Computer Systems Analyst III (1)	26.84
Peripheral Equipment Operator	15.41
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	18.38
Automotive Glass Installer	14.06
Automotive Worker	14.06
Electrician, Automotive	15.98
Mobile Equipment Servicer	12.11
Motor Equipment Metal Mechanic	16.41
Motor Equipment Metal Worker	14.06
Motor Vehicle Mechanic	16.41
Motor Vehicle Mechanic Helper	11.47
Motor Vehicle Upholstery Worker	13.09
Motor Vehicle Wrecker	14.06
Painter, Automotive	15.02
Radiator Repair Specialist	14.06
Tire Repairer	11.70
Transmission Repair Specialist	16.41
Food Preparation and Service Occupations	
Baker	10.15
Cook I	8.70
Cook II	10.15
Dishwasher	6.46
Food Service Worker	6.89
Meat Cutter	10.74
Waiter/Waitress	7.09
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	15.02
Furniture Handler	9.62
Furniture Refinisher	15.02
Furniture Refinisher Helper	11.17
Furniture Repairer, Minor	13.09
Upholsterer	15.02
General Services and Support Occupations	
Cleaner, Vehicles	7.76
Elevator Operator	7.76
Gardener	9.69
House Keeping Aid I	6.78
House Keeping Aid II	7.76
Janitor	7.76
Laborer, Grounds Maintenance	8.53
Maid or Houseman	7.08
Pest Controller	10.99
Refuse Collector	7.76
Tractor Operator	9.25
Window Cleaner	8.53
Health Occupations	
Dental Assistant	12.01
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.29
Licensed Practical Nurse I	11.02
Licensed Practical Nurse II	12.36
Licensed Practical Nurse III	13.83
Medical Assistant	10.58
Medical Laboratory Technician	11.24
Medical Record Clerk	11.24
Medical Record Technician	13.54
Nursing Assistant I	7.90
Nursing Assistant II	8.88
Nursing Assistant III	9.69
Nursing Assistant IV	10.87
Pharmacy Technician	12.19
Phlebotomist	11.24
Registered Nurse I	16.92
Registered Nurse II	20.71
Registered Nurse II, Specialist	20.71
Registered Nurse III	25.06
Registered Nurse III, Anesthetist	25.06
Registered Nurse IV	30.01
Information and Arts Occupations	
Audiovisual Librarian	19.06
Exhibits Specialist I	13.49

Exhibits Specialist II	16.70
Exhibits Specialist III	20.50
Illustrator I	13.49
Illustrator II	16.70
Illustrator III	19.61
Librarian	18.93
Library Technician	12.87
Photographer I	12.26
Photographer II	15.18
Photographer III	17.83
Photographer IV	21.81
Photographer V	26.39
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	6.69
Counter Attendant	6.69
Dry Cleaner	8.47
Finisher, Flatwork, Machine	6.69
Presser, Hand	6.69
Presser, Machine, Drycleaning	6.69
Presser, Machine, Shirts	6.69
Presser, Machine, Wearing Apparel, Laundry	6.69
Sewing Machine Operator	9.15
Tailor	9.55
Washer, Machine	7.29
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	15.02
Tool and Die Maker	18.89
Material Handling and Packing Occupations	
Forklift Operator	12.76
Fuel Distribution System Operator	14.94
Material Coordinator	15.29
Material Expediter	15.29
Material Handling Laborer	10.24
Order Filler	9.88
Production Line Worker (Food Processing)	11.62
Shipping Packer	9.88
Shipping/Receiving Clerk	10.87
Stock Clerk (Shelf Stocker; Store Worker II)	10.58
Store Worker I	8.64
Tools and Parts Attendant	11.62
Warehouse Specialist	10.35
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	17.58
Aircraft Mechanic Helper	11.17
Aircraft Quality Control Inspector	16.95
Aircraft Servicer	13.09
Aircraft Worker	14.06
Appliance Mechanic	15.02
Bicycle Repairer	11.70
Cable Splicer	15.98
Carpenter, Maintenance	15.02
Carpet Layer	15.02
Electrician, Maintenance	18.39
Electronics Technician, Maintenance I	17.47
Electronics Technician, Maintenance II	19.24
Electronics Technician, Maintenance III	20.37
Fabric Worker	12.71
Fire Alarm System Mechanic	15.98
Fire Extinguisher Repairer	12.22
Fuel Distribution System Mechanic	17.58
General Maintenance Worker	14.06
Heating, Refrigeration and Air Conditioning Mechanic	15.98
Heavy Equipment Mechanic	15.98
Heavy Equipment Operator	18.30
Instrument Mechanic	15.98
Laborer	10.07
Locksmith	15.02
Machinery Maintenance Mechanic	15.98
Machinist, Maintenance	15.98
Maintenance Trades Helper	11.17
Millwright	15.98
Office Appliance Repairer	15.02
Painter, Aircraft	15.02
Painter, Maintenance	15.02
Pipefitter, Maintenance	15.98
Plumber, Maintenance	15.02

Pneudraulic Systems Mechanic	15.98
Rigger	15.98
Scale Mechanic	14.06
Sheet-Metal Worker, Maintenance	15.98
Small Engine Mechanic	14.06
Telecommunication Mechanic I	15.98
Telecommunication Mechanic II	16.95
Telephone Lineman	15.98
Welder, Combination, Maintenance	15.98
Well Driller	15.98
Woodcraft Worker	15.98
Woodworker	12.11
Miscellaneous Occupations	
Animal Caretaker	7.88
Carnival Equipment Operator	8.92
Carnival Equipment Repairer	8.42
Carnival Worker	6.74
Cashier	7.83
Desk Clerk	9.58
Embalmer	17.93
Lifeguard	9.42
Mortician	18.23
Park Attendant (Aide)	11.84
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.77
Recreation Specialist	12.79
Recycling Worker	10.26
Sales Clerk	9.42
School Crossing Guard (Crosswalk Attendant)	6.56
Sport Official	9.41
Survey Party Chief (Chief of Party)	17.46
Surveying Aide	9.89
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	13.56
Swimming Pool Operator	11.17
Vending Machine Attendant	8.87
Vending Machine Repairer	11.17
Vending Machine Repairer Helper	8.87
Personal Needs Occupations	
Child Care Attendant	7.24
Child Care Center Clerk	10.60
Chore Aid	6.78
Homemaker	16.83
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Boiler Tender	16.19
Sewage Plant Operator	15.02
Stationary Engineer	16.19
Ventilation Equipment Tender	11.17
Water Treatment Plant Operator	15.02
Protective Service Occupations	
Alarm Monitor	11.13
Corrections Officer	13.12
Court Security Officer	13.12
Detention Officer	13.12
Firefighter	12.05
Guard I	7.83
Guard II	11.13
Police Officer	18.34
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	14.65
Hatch Tender	14.65
Line Handler	14.65
Stevedore I	13.60
Stevedore II	15.58
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.21
Air Traffic Control Specialist, Station (2)	19.46
Air Traffic Control Specialist, Terminal (2)	21.43
Archeological Technician I	14.12
Archeological Technician II	15.80
Archeological Technician III	18.72
Cartographic Technician	19.56
Civil Engineering Technician	17.83
Computer Based Training (CBT) Specialist/ Instructor	20.05
Drafter I	11.26
Drafter II	12.76
Drafter III	15.80
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Engineering Technician I	11.79
Engineering Technician II	15.06
Engineering Technician III	18.49
Engineering Technician IV	21.71
Engineering Technician V	26.51
Engineering Technician VI	32.13
Environmental Technician	17.40
Flight Simulator/Instructor (Pilot)	22.63
Graphic Artist	19.08
Instructor	18.95
Laboratory Technician	14.66
Mathematical Technician	19.56
Paralegal/Legal Assistant I	14.34
Paralegal/Legal Assistant II	17.99
Paralegal/Legal Assistant III	22.00
Paralegal/Legal Assistant IV	26.63
Photooptics Technician	19.56
Technical Writer	20.50
Unexploded (UXO) Safety Escort	17.93
Unexploded (UXO) Sweep Personnel	17.93
Unexploded Ordnance (UXO) Technician I	17.93
Unexploded Ordnance (UXO) Technician II	21.70
Unexploded Ordnance (UXO) Technician III	26.01
Weather Observer, Combined Upper Air and Surface Programs (3)	14.66
Weather Observer, Senior (3)	16.28
Weather Observer, Upper Air (3)	14.66
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	14.00
Parking and Lot Attendant	7.52
Shuttle Bus Driver	10.02
Taxi Driver	8.03
Truckdriver, Heavy Truck	17.42
Truckdriver, Light Truck	11.02
Truckdriver, Medium Truck	15.71
Truckdriver, Tractor-Trailer	17.42

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1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges. A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent

work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) (2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

WAGE DETERMINATION NO: 94-2119 REV (20) AREA: FL,MIAMI

WAGE DETERMINATION NO: 94-2119 REV (20) AREA: FL,MIAMI  
 REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
 \*\*\*FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL\*\*\*  
 WASHINGTON D.C. 20210

William W.Gross Division of | Wage Determination No.: 1994-2119  
 Director Wage Determinations | Revision No.: 20  
 Date Of Last Revision: 08/02/2002

State: Florida  
 Area: Florida Counties of Collier, Dade, Monroe

**Fringe Benefits Required Follow the Occupational Listing**	
OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	8.29
Accounting Clerk II	10.18
Accounting Clerk III	12.82
Accounting Clerk IV	14.89
Court Reporter	14.94
Dispatcher, Motor Vehicle	12.99
Document Preparation Clerk	11.24
Duplicating Machine Operator	10.22
Film/Tape Librarian	11.33
General Clerk I	7.66
General Clerk II	8.81
General Clerk III	10.30
General Clerk IV	12.01
Housing Referral Assistant	17.33
Key Entry Operator I	9.40
Key Entry Operator II	11.67
Messenger (Courier)	8.98
Order Clerk I	10.53
Order Clerk II	11.56
Personnel Assistant (Employment) I	10.27
Personnel Assistant (Employment) II	11.83
Personnel Assistant (Employment) III	16.43
Personnel Assistant (Employment) IV	18.19
Production Control Clerk	14.38
Rental Clerk	12.68
Scheduler, Maintenance	13.59
Secretary I	13.59
Secretary II	15.12
Secretary III	17.33
Secretary IV	19.60
Secretary V	23.77
Service Order Dispatcher	11.33
Stenographer I	14.36
Stenographer II	15.10
Supply Technician	18.80
Survey Worker (Interviewer)	12.89
Switchboard Operator-Receptionist	10.13
Test Examiner	15.12
Test Proctor	15.12
Travel Clerk I	9.78
Travel Clerk II	10.62
Travel Clerk III	11.39
Word Processor I	11.14
Word Processor II	12.50
Word Processor III	16.29
Automatic Data Processing Occupations	
Computer Data Librarian	10.04
Computer Operator I	11.97
Computer Operator II	13.60
Computer Operator III	16.12
Computer Operator IV	18.86
Computer Operator V	19.68
Computer Programmer I (1)	19.07
Computer Programmer II (1)	21.28
Computer Programmer III (1)	25.37

Computer Programmer IV (1)	27.62
Computer Systems Analyst I (1)	24.79
Computer Systems Analyst II (1)	26.90
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	11.97
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	15.69
Automotive Glass Installer	13.74
Automotive Worker	13.74
Electrician, Automotive	14.72
Mobile Equipment Servicer	11.81
Motor Equipment Metal Mechanic	15.70
Motor Equipment Metal Worker	13.74
Motor Vehicle Mechanic	15.36
Motor Vehicle Mechanic Helper	10.84
Motor Vehicle Upholstery Worker	12.77
Motor Vehicle Wrecker	13.74
Painter, Automotive	14.72
Radiator Repair Specialist	13.74
Tire Repairer	11.41
Transmission Repair Specialist	15.69
Food Preparation and Service Occupations	
Baker	12.22
Cook I	10.49
Cook II	12.22
Dishwasher	8.03
Food Service Worker	7.91
Meat Cutter	12.22
Waiter/Waitress	7.92
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	14.72
Furniture Handler	6.83
Furniture Refinisher	14.72
Furniture Refinisher Helper	10.84
Furniture Repairer, Minor	12.77
Upholsterer	14.72
General Services and Support Occupations	
Cleaner, Vehicles	7.62
Elevator Operator	7.88
Gardener	12.06
House Keeping Aid I	6.81
House Keeping Aid II	7.35
Janitor	8.09
Laborer, Grounds Maintenance	9.97
Maid or Houseman	6.81
Pest Controller	12.44
Refuse Collector	9.23
Tractor Operator	10.85
Window Cleaner	9.16
Health Occupations	
Dental Assistant	11.82
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.87
Licensed Practical Nurse I	12.67
Licensed Practical Nurse II	14.22
Licensed Practical Nurse III	15.92
Medical Assistant	10.97
Medical Laboratory Technician	12.17
Medical Record Clerk	12.53
Medical Record Technician	13.23
Nursing Assistant I	6.93
Nursing Assistant II	7.79
Nursing Assistant III	8.51
Nursing Assistant IV	9.54
Pharmacy Technician	11.90
Phlebotomist	12.07
Registered Nurse I	19.20
Registered Nurse II	22.76
Registered Nurse II, Specialist	22.76
Registered Nurse III	31.24
Registered Nurse III, Anesthetist	31.24
Registered Nurse IV	31.77
Information and Arts Occupations	
Audiovisual Librarian	16.34
Exhibits Specialist I	16.61
Exhibits Specialist II	19.87
Exhibits Specialist III	24.31

Illustrator I	18.27
Illustrator II	21.86
Illustrator III	26.74
Librarian	21.79
Library Technician	12.87
Photographer I	15.54
Photographer II	17.83
Photographer III	21.32
Photographer IV	27.00
Photographer V	32.66
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	7.80
Counter Attendant	7.80
Dry Cleaner	9.21
Finisher, Flatwork, Machine	7.80
Presser, Hand	7.80
Presser, Machine, Drycleaning	7.80
Presser, Machine, Shirts	7.80
Presser, Machine, Wearing Apparel, Laundry	7.80
Sewing Machine Operator	9.73
Tailor	10.33
Washer, Machine	8.42
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	14.72
Tool and Die Maker	18.61
Material Handling and Packing Occupations	
Forklift Operator	10.56
Fuel Distribution System Operator	11.81
Material Coordinator	14.47
Material Expediter	14.47
Material Handling Laborer	10.05
Order Filler	10.07
Production Line Worker (Food Processing)	13.28
Shipping Packer	10.81
Shipping/Receiving Clerk	11.60
Stock Clerk (Shelf Stocker; Store Worker II)	11.26
Store Worker I	7.44
Tools and Parts Attendant	14.76
Warehouse Specialist	14.76
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	16.45
Aircraft Mechanic Helper	11.35
Aircraft Quality Control Inspector	17.46
Aircraft Servicer	13.38
Aircraft Worker	14.41
Appliance Mechanic	14.87
Bicycle Repairer	11.41
Cable Splicer	15.69
Carpenter, Maintenance	14.72
Carpet Layer	13.99
Electrician, Maintenance	17.31
Electronics Technician, Maintenance I	17.19
Electronics Technician, Maintenance II	20.54
Electronics Technician, Maintenance III	23.78
Fabric Worker	12.77
Fire Alarm System Mechanic	15.69
Fire Extinguisher Repairer	11.81
Fuel Distribution System Mechanic	15.69
General Maintenance Worker	13.74
Heating, Refrigeration and Air Conditioning Mechanic	15.69
Heavy Equipment Mechanic	16.31
Heavy Equipment Operator	18.20
Instrument Mechanic	15.69
Laborer	9.31
Locksmith	14.72
Machinery Maintenance Mechanic	15.38
Machinist, Maintenance	15.73
Maintenance Trades Helper	10.84
Millwright	17.26
Office Appliance Repairer	15.73
Painter, Aircraft	14.72
Painter, Maintenance	14.72
Pipefitter, Maintenance	15.36
Plumber, Maintenance	14.72
Pneudraulic Systems Mechanic	15.69
Rigger	15.69

Scale Mechanic	13.74
Sheet-Metal Worker, Maintenance	15.69
Small Engine Mechanic	13.74
Telecommunication Mechanic I	16.47
Telecommunication Mechanic II	17.48
Telephone Lineman	16.45
Welder, Combination, Maintenance	15.69
Well Driller	15.69
Woodcraft Worker	15.69
Woodworker	11.81
Miscellaneous Occupations	
Animal Caretaker	9.41
Carnival Equipment Operator	10.67
Carnival Equipment Repairer	11.64
Carnival Worker	7.12
Cashier	7.65
Desk Clerk	9.01
Embalmer	18.58
Lifeguard	9.75
Mortician	19.22
Park Attendant (Aide)	12.25
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.85
Recreation Specialist	15.47
Recycling Worker	12.89
Sales Clerk	8.23
School Crossing Guard (Crosswalk Attendant)	7.59
Sport Official	9.75
Survey Party Chief (Chief of Party)	15.38
Surveying Aide	6.93
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	13.99
Swimming Pool Operator	16.01
Vending Machine Attendant	12.33
Vending Machine Repairer	16.01
Vending Machine Repairer Helper	12.33
Personal Needs Occupations	
Child Care Attendant	8.03
Child Care Center Clerk	11.52
Chore Aid	8.40
Homemaker	12.81
Plant and System Operation Occupations	
Boiler Tender	15.69
Sewage Plant Operator	14.72
Stationary Engineer	18.04
Ventilation Equipment Tender	10.84
Water Treatment Plant Operator	15.58
Protective Service Occupations	
Alarm Monitor	13.21
Corrections Officer	17.68
Court Security Officer	19.81
Detention Officer	19.81
Firefighter	19.92
Guard I	8.37
Guard II	12.33
Police Officer	22.52
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	20.94
Hatch Tender	18.21
Line Handler	18.21
Stevedore I	15.34
Stevedore II	22.43
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.27
Air Traffic Control Specialist, Station (2)	19.49
Air Traffic Control Specialist, Terminal (2)	21.46
Archeological Technician I	12.57
Archeological Technician II	14.16
Archeological Technician III	17.47
Cartographic Technician	19.81
Civil Engineering Technician	24.14
Computer Based Training (CBT) Specialist/ Instructor	22.26
Drafter I	13.87
Drafter II	16.23
Drafter III	18.27
Drafter IV	21.86
Engineering Technician I	13.59
Engineering Technician II	17.53

Engineering Technician III	19.78
Engineering Technician IV	21.14
Engineering Technician V	25.87
Engineering Technician VI	31.28
Environmental Technician	16.67
Flight Simulator/Instructor (Pilot)	29.45
Graphic Artist	23.60
Instructor	22.83
Laboratory Technician	15.12
Mathematical Technician	19.22
Paralegal/Legal Assistant I	15.16
Paralegal/Legal Assistant II	18.14
Paralegal/Legal Assistant III	22.18
Paralegal/Legal Assistant IV	26.82
Photooptics Technician	17.47
Technical Writer	21.61
Unexploded (UXO) Safety Escort	18.56
Unexploded (UXO) Sweep Personnel	18.56
Unexploded Ordnance (UXO) Technician I	18.56
Unexploded Ordnance (UXO) Technician II	22.46
Unexploded Ordnance (UXO) Technician III	26.92
Weather Observer, Combined Upper Air and Surface Programs (3)	16.63
Weather Observer, Senior (3)	18.28
Weather Observer, Upper Air (3)	16.63
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	13.74
Parking and Lot Attendant	8.60
Shuttle Bus Driver	10.93
Taxi Driver	9.33
Truckdriver, Heavy Truck	15.87
Truckdriver, Light Truck	11.29
Truckdriver, Medium Truck	16.46
Truckdriver, Tractor-Trailer	15.87

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$86.00 a week or \$372.67 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 15 years, and 5 weeks after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of nine paid holidays per year: New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, drying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges. A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms

ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:  
The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) (2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.



WAGE DETERMINATION NO: 94-2131 REV (21) AREA: GA,ALBANY

WAGE DETERMINATION NO: 94-2131 REV (21) AREA: GA,ALBANY

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
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 WASHINGTON D.C. 20210

William W.Gross Division of | Wage Determination No.: 1994-2131  
 Director Wage Determinations | Revision No.: 21  
 Date Of Last Revision: 05/29/2002

State: Georgia  
 Area: Georgia Counties of Atkinson, Baker, Ben Hill, Berrien, Brooks, Calhoun, Clinch,  
 Coffee, Colquitt, Cook, Decatur, Dougherty, Echols, Grady, Irwin, Lanier, Lee, Lowndes,  
 Mitchell, Randolph, Sumter, Terrell, Thomas, Tift, Turner, Ware, Worth

**Fringe Benefits Required Follow the Occupational Listing**	
OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	10.66
Accounting Clerk II	11.68
Accounting Clerk III	13.88
Accounting Clerk IV	19.10
Court Reporter	11.67
Dispatcher, Motor Vehicle	13.00
Document Preparation Clerk	11.42
Duplicating Machine Operator	11.42
Film/Tape Librarian	14.82
General Clerk I	8.23
General Clerk II	9.08
General Clerk III	10.08
General Clerk IV	11.32
Housing Referral Assistant	13.22
Key Entry Operator I	8.64
Key Entry Operator II	10.34
Messenger (Courier)	7.47
Order Clerk I	10.45
Order Clerk II	14.40
Personnel Assistant (Employment) I	9.24
Personnel Assistant (Employment) II	11.58
Personnel Assistant (Employment) III	11.74
Personnel Assistant (Employment) IV	13.09
Production Control Clerk	15.96
Rental Clerk	10.32
Scheduler, Maintenance	11.17
Secretary I	10.48
Secretary II	11.85
Secretary III	13.22
Secretary IV	15.03
Secretary V	16.48
Service Order Dispatcher	12.51
Stenographer I	11.23
Stenographer II	12.02
Supply Technician	15.03
Survey Worker (Interviewer)	11.85
Switchboard Operator-Receptionist	8.77
Test Examiner	11.85
Test Proctor	11.85
Travel Clerk I	8.71
Travel Clerk II	9.40
Travel Clerk III	10.00
Word Processor I	8.38
Word Processor II	10.45
Word Processor III	11.70
Automatic Data Processing Occupations	
Computer Data Librarian	10.25
Computer Operator I	12.73
Computer Operator II	15.17
Computer Operator III	18.65
Computer Operator IV	30.05
Computer Operator V	33.36
Computer Programmer I (1)	16.27

Computer Programmer II (1)	20.20
Computer Programmer III (1)	24.65
Computer Programmer IV (1)	29.81
Computer Systems Analyst I (1)	21.33
Computer Systems Analyst II (1)	25.83
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	12.29
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	18.38
Automotive Glass Installer	15.13
Automotive Worker	15.13
Electrician, Automotive	15.78
Mobile Equipment Servicer	13.28
Motor Equipment Metal Mechanic	16.45
Motor Equipment Metal Worker	15.13
Motor Vehicle Mechanic	16.45
Motor Vehicle Mechanic Helper	13.15
Motor Vehicle Upholstery Worker	14.63
Motor Vehicle Wrecker	15.13
Painter, Automotive	15.78
Radiator Repair Specialist	15.13
Tire Repairer	13.35
Transmission Repair Specialist	16.45
Food Preparation and Service Occupations	
Baker	10.65
Cook I	8.80
Cook II	9.68
Dishwasher	6.77
Food Service Worker	6.77
Meat Cutter	10.65
Waiter/Waitress	7.38
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	16.58
Furniture Handler	11.73
Furniture Refinisher	16.58
Furniture Refinisher Helper	13.15
Furniture Repairer, Minor	15.37
Upholsterer	16.43
General Services and Support Occupations	
Cleaner, Vehicles	7.78
Elevator Operator	7.78
Gardener	9.61
House Keeping Aid I	6.84
House Keeping Aid II	7.54
Janitor	6.86
Laborer, Grounds Maintenance	8.63
Maid or Houseman	6.31
Pest Controller	9.73
Refuse Collector	7.78
Tractor Operator	9.60
Window Cleaner	8.00
Health Occupations	
Dental Assistant	10.44
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.48
Licensed Practical Nurse I	10.44
Licensed Practical Nurse II	11.71
Licensed Practical Nurse III	13.11
Medical Assistant	10.74
Medical Laboratory Technician	10.56
Medical Record Clerk	9.34
Medical Record Technician	12.93
Nursing Assistant I	7.09
Nursing Assistant II	7.97
Nursing Assistant III	8.69
Nursing Assistant IV	9.77
Pharmacy Technician	11.63
Phlebotomist	10.50
Registered Nurse I	15.80
Registered Nurse II	19.27
Registered Nurse II, Specialist	19.27
Registered Nurse III	23.32
Registered Nurse III, Anesthetist	23.32
Registered Nurse IV	27.95
Information and Arts Occupations	
Audiovisual Librarian	14.80
Exhibits Specialist I	15.25

Exhibits Specialist II	18.17
Exhibits Specialist III	22.41
Illustrator I	15.25
Illustrator II	18.17
Illustrator III	22.41
Librarian	16.23
Library Technician	10.14
Photographer I	13.78
Photographer II	16.94
Photographer III	21.00
Photographer IV	25.63
Photographer V	31.09
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	6.35
Counter Attendant	6.35
Dry Cleaner	7.50
Finisher, Flatwork, Machine	6.35
Presser, Hand	6.35
Presser, Machine, Drycleaning	6.35
Presser, Machine, Shirts	6.35
Presser, Machine, Wearing Apparel, Laundry	6.35
Sewing Machine Operator	7.88
Tailor	8.25
Washer, Machine	6.73
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	16.58
Tool and Die Maker	19.34
Material Handling and Packing Occupations	
Forklift Operator	10.58
Fuel Distribution System Operator	16.68
Material Coordinator	16.05
Material Expediter	16.05
Material Handling Laborer	8.20
Order Filler	9.79
Production Line Worker (Food Processing)	12.09
Shipping Packer	11.27
Shipping/Receiving Clerk	11.27
Stock Clerk (Shelf Stocker; Store Worker II)	12.82
Store Worker I	10.18
Tools and Parts Attendant	13.29
Warehouse Specialist	11.92
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	17.27
Aircraft Mechanic Helper	13.15
Aircraft Quality Control Inspector	17.97
Aircraft Servicer	14.41
Aircraft Worker	15.89
Appliance Mechanic	15.78
Bicycle Repairer	13.03
Cable Splicer	18.24
Carpenter, Maintenance	16.58
Carpet Layer	15.89
Electrician, Maintenance	17.43
Electronics Technician, Maintenance I	16.10
Electronics Technician, Maintenance II	16.78
Electronics Technician, Maintenance III	17.46
Fabric Worker	13.49
Fire Alarm System Mechanic	17.27
Fire Extinguisher Repairer	13.82
Fuel Distribution System Mechanic	17.27
General Maintenance Worker	14.29
Heating, Refrigeration and Air Conditioning Mechanic	17.27
Heavy Equipment Mechanic	17.27
Heavy Equipment Operator	12.20
Instrument Mechanic	19.38
Laborer	9.54
Locksmith	16.43
Machinery Maintenance Mechanic	19.00
Machinist, Maintenance	17.78
Maintenance Trades Helper	13.82
Millwright	17.27
Office Appliance Repairer	14.48
Painter, Aircraft	16.43
Painter, Maintenance	16.58
Pipefitter, Maintenance	18.45
Plumber, Maintenance	17.55

Pneudraulic Systems Mechanic	17.58
Rigger	17.12
Scale Mechanic	15.89
Sheet-Metal Worker, Maintenance	17.27
Small Engine Mechanic	14.41
Telecommunication Mechanic I	17.27
Telecommunication Mechanic II	18.10
Telephone Lineman	17.27
Welder, Combination, Maintenance	17.27
Well Driller	17.27
Woodcraft Worker	17.63
Woodworker	14.51
Miscellaneous Occupations	
Animal Caretaker	8.48
Carnival Equipment Operator	9.57
Carnival Equipment Repairer	8.95
Carnival Worker	6.77
Cashier	7.06
Desk Clerk	8.59
Embalmer	17.39
Lifeguard	9.42
Mortician	17.93
Park Attendant (Aide)	11.84
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	6.74
Recreation Specialist	11.96
Recycling Worker	9.57
Sales Clerk	8.52
School Crossing Guard (Crosswalk Attendant)	6.77
Sport Official	9.42
Survey Party Chief (Chief of Party)	16.34
Surveying Aide	9.63
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	13.20
Swimming Pool Operator	9.68
Vending Machine Attendant	9.31
Vending Machine Repairer	10.84
Vending Machine Repairer Helper	9.31
Personal Needs Occupations	
Child Care Attendant	8.59
Child Care Center Clerk	13.19
Chore Aid	7.25
Homemaker	14.66
Plant and System Operation Occupations	
Boiler Tender	17.12
Sewage Plant Operator	16.58
Stationary Engineer	17.27
Ventilation Equipment Tender	13.82
Water Treatment Plant Operator	16.58
Protective Service Occupations	
Alarm Monitor	9.35
Corrections Officer	11.45
Court Security Officer	12.32
Detention Officer	11.45
Firefighter	11.86
Guard I	7.45
Guard II	10.80
Police Officer	14.75
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	14.59
Hatch Tender	13.94
Line Handler	13.94
Stevedore I	13.96
Stevedore II	15.09
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.21
Air Traffic Control Specialist, Station (2)	19.46
Air Traffic Control Specialist, Terminal (2)	21.43
Archeological Technician I	14.19
Archeological Technician II	17.01
Archeological Technician III	21.62
Cartographic Technician	21.84
Civil Engineering Technician	21.62
Computer Based Training (CBT) Specialist/ Instructor	21.33
Drafter I	11.85
Drafter II	14.19
Drafter III	17.44
Drafter IV	21.62

Engineering Technician I	11.85
Engineering Technician II	14.19
Engineering Technician III	17.44
Engineering Technician IV	21.62
Engineering Technician V	26.38
Engineering Technician VI	32.01
Environmental Technician	18.51
Flight Simulator/Instructor (Pilot)	25.83
Graphic Artist	20.47
Instructor	17.16
Laboratory Technician	15.52
Mathematical Technician	21.00
Paralegal/Legal Assistant I	12.14
Paralegal/Legal Assistant II	13.78
Paralegal/Legal Assistant III	16.06
Paralegal/Legal Assistant IV	19.47
Photooptics Technician	21.00
Technical Writer	24.77
Unexploded (UXO) Safety Escort	17.93
Unexploded (UXO) Sweep Personnel	17.93
Unexploded Ordnance (UXO) Technician I	17.93
Unexploded Ordnance (UXO) Technician II	21.70
Unexploded Ordnance (UXO) Technician III	26.87
Weather Observer, Combined Upper Air and Surface Programs (3)	14.40
Weather Observer, Senior (3)	16.67
Weather Observer, Upper Air (3)	14.40
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	11.40
Parking and Lot Attendant	8.44
Shuttle Bus Driver	12.27
Taxi Driver	10.54
Truckdriver, Heavy Truck	16.45
Truckdriver, Light Truck	12.27
Truckdriver, Medium Truck	12.76
Truckdriver, Tractor-Trailer	16.45

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$86.00 a week or \$372.67 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 3 weeks after 10 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges. A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent

work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) (2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

ATTACHMENT 010  
PROOF OF U.S. EMPLOYMENT ELIGIBILITY

LISTS OF ACCEPTABLE DOCUMENTS  
EITHER SUBMIT ONE DOCUMENT FROM LIST A  
OR SUBMIT ONE FROM LIST B AND ONE FROM LIST C  
LIST A

(Documents that Establish Both Identity and Employment Eligibility)

1. U. S. Passport (un-expired or expired)
2. Certificate of U. S. Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Un-expired foreign passport, with I-551 stamp or attached INS Form I-94 indicating un-expired employment authorization.
5. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
6. Un-expired Temporary Resident Card (INS Form I-688)
7. Un-expired Employment Authorization Card (INS Form I-688A)
8. Un-expired Reentry Permit (INS Form I-327)
9. Un-expired Refugee Travel Document (INS Form I-571)
10. Un-expired Employment Authorization Document issued by the INS that contains a photograph (INS Form I-698B)

LIST B  
Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
2. ID card issued by federal, state or local government agencies of entitles provided it contains a photograph or information such as name, date of birth, sex height, eye color, and address
3. School ID card with a photograph

LIST C  
Documents that Establish Employment Eligibility

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying

ATTACHMENT 010  
PROOF OF U.S. EMPLOYMENT ELIGIBILITY  
(Continued)

- |  |   |
|--|---|
| 4. Voter's registration card   | possession of the United States bearing an official seal  |
| 5. U.S. Military card or draft record  |   |
| 6. Military dependant's ID Card  | 4. Native American Tribal document  |
| 7. U.S. Coast Guard Merchant Mariner Card  | 5. U.S. Citizen ID Card (INS Form I-197)  |
| 8. Native American tribal document   | 6. ID Card for use of Resident Citizen in the United States (INS Form I-179)                              |
| 9. Driver's license issued by a Canadian government authority<br>For persons under age 18 who are unable to present a document listed above; | 7. Un-expired employment authorization document issued by the INS (other than those listed under List a). |
| 10. School record or report card   |   |
| 11. Clinic, doctor, or hospital record   |   |
| 12. Day-care or nursery school record  |   |



ATTACHMENT 011  
COMPUTER SKILLS COMPETENCY FORM

HCW's name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

	Date	Initial
Basic Knowledge		
Use of Mouse		
Ability to move about in a windows based program		
Ability to navigate on the desktop		
Ability to draft and print a short memo		
Locate files		
Open and Close files		
Ability to open and reply to email		
Ability to Name and retrieve files		
Ability to Save & Print Files		
Specific Knowledge		
Ability to bring system up & shut down		
Enter /change password		

COMPANY REPRESENTATIVE:

I have personally tested the above named health care worker and I certify that he/she is competent in all the areas listed above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ATTACHMENT 012  
ELECTRONIC FILE FORMAT: OFFEROR'S PAST PERFORMANCE INFORMATION

Ref	Number of HCWs (by FTE)	Types of HCWs	Location of Services	Start Date	End Date	Name. Telephone number, email address of <u>verified</u> point of contact
1						
2						
3						
4						
5						

ATTACHMENT 012  
ELECTRONIC FILE FORMAT; OFFEROR'S PAST PERFORMANCE INFORMATION  
(Continued)

Ref	Contract Number	Description of Service	Contract Discrepancy or Non-compliance reports issued
1			
2			
3			
4			
5			

ATTACHMENT 013  
ELECTRONIC FILE FORMAT; SUPPLEMENTAL PRICING WORKSHEET  
(EXAMPLE OF TABS CONTAINED WITHIN GOVERNMENT PROVIDED FILE BUSINESS  
PROPOSALS.XLS FOR EACH SEPARATELY PRICED POSITION FOR CLINs 0001 through 0004 AND  
EACH SEPARATELY PRICED POSITION FOR NTOs 0001 AND 0002)

Supplemental Pricing Worksheet		
This supplemental pricing worksheet shall be completed in accordance with requirements of Section L, paragraph L.7. This worksheet requires two sets of data: (1) information regarding the minimum compensation rates to be paid by the offeror to any health care worker in this labor category/CLIN/location; and (2) information regarding the average compensation rate for the labor category and location, considering all health care workers to be utilized and all hours of service to be performed. If the Government has included SLINs under specific CLINs, these SLINs may have separately priced Supplemental Pricing Worksheets (recognizing different geographic locations) or consolidated priced Supplemental Pricing Worksheets. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation. The Contracting Officer will use the average compensation information for best value determinations. A separate supplemental pricing worksheet for each the labor category within each CLIN/SLIN included within the minimum quantities for CLINs 0001 through 0004, NTO001 and NTO002.		
SLIN 0001AA	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
NOTES regarding source information:		

SUPPLEMENTAL PRICING WORKSHEET		
<p>This supplemental pricing worksheet shall be completed in accordance with requirements of Section L, paragraph L.7. This worksheet requires two sets of data: (1) information regarding the minimum compensation rates to be paid by the offeror to any health care worker in this labor category/CLIN/location; and (2) information regarding the average compensation rate for the labor category and location, considering all health care workers to be utilized and all hours of service to be performed. If the Government has included SLINs under specific CLINs, these SLINs may have separately priced Supplemental Pricing Worksheets (recognizing different geographic locations) or consolidated priced Supplemental Pricing Worksheets. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation. The Contracting Officer will use the average compensation information for best value determinations. A separate supplemental pricing worksheet for each the labor category within each CLIN/SLIN included within the minimum quantities for CLINs 0001 through 0004, NTO001 and NTO002.</p>		
SLIN 0001AB	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
NOTES regarding source information:		

Supplemental Pricing Worksheet		
This supplemental pricing worksheet shall be completed in accordance with requirements of Section L, paragraph L.7. This worksheet requires two sets of data: (1) information regarding the minimum compensation rates to be paid by the offeror to any health care worker in this labor category/CLIN/location; and (2) information regarding the average compensation rate for the labor category and location, considering all health care workers to be utilized and all hours of service to be performed. If the Government has included SLINs under specific CLINs, these SLINs may have separately priced Supplemental Pricing Worksheets (recognizing different geographic locations) or consolidated priced Supplemental Pricing Worksheets. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation. The Contracting Officer will use the average compensation information for best value determinations. A separate supplemental pricing worksheet for each the labor category within each CLIN/SLIN included within the minimum quantities for CLINs 0001 through 0004, NTO001 and NTO002.		
SLIN 0001AC	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
NOTES regarding source information:		

Supplemental Pricing Worksheet		
This supplemental pricing worksheet shall be completed in accordance with requirements of Section L, paragraph L.7. This worksheet requires two sets of data: (1) information regarding the minimum compensation rates to be paid by the offeror to any health care worker in this labor category/CLIN/location; and (2) information regarding the average compensation rate for the labor category and location, considering all health care workers to be utilized and all hours of service to be performed. If the Government has included SLINs under specific CLINs, these SLINs may have separately priced Supplemental Pricing Worksheets (recognizing different geographic locations) or consolidated priced Supplemental Pricing Worksheets. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation. The Contracting Officer will use the average compensation information for best value determinations. A separate supplemental pricing worksheet for each the labor category within each CLIN/SLIN included within the minimum quantities for CLINs 0001 through 0004, NTO001 and NTO002.		
SLIN 0001AD	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
NOTES regarding source information:		

Supplemental Pricing Worksheet		
This supplemental pricing worksheet shall be completed in accordance with requirements of Section L, paragraph L.7. This worksheet requires two sets of data: (1) information regarding the minimum compensation rates to be paid by the offeror to any health care worker in this labor category/CLIN/location; and (2) information regarding the average compensation rate for the labor category and location, considering all health care workers to be utilized and all hours of service to be performed. If the Government has included SLINs under specific CLINs, these SLINs may have separately priced Supplemental Pricing Worksheets (recognizing different geographic locations) or consolidated priced Supplemental Pricing Worksheets. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation. The Contracting Officer will use the average compensation information for best value determinations. A separate supplemental pricing worksheet for each the labor category within each CLIN/SLIN included within the minimum quantities for CLINs 0001 through 0004, NTO001 and NTO002.		
SLIN 0001AE	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
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SLIN 0001AF	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
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SLIN 0001AG	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
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SLIN 0001AH	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
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SLIN 0001AJ	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
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SLIN 0001AK	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
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SLIN 0001AL	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
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SLIN 0002AA	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
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SLIN 0002AB	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
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SLIN 0002AC	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
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SLIN 0002AD	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
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SLIN 0002AE	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
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SLIN 0002AF	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
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SLIN 0002AG	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
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SLIN 0002AH	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
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SLIN 0002AJ	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
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SLIN 0002AK	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
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SLIN 0002AL	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
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SLIN 0002AM	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
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SLIN 0002AN	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
NOTES regarding source information:		

SUPPLEMENTAL PRICING WORKSHEET		
<p>This supplemental pricing worksheet shall be completed in accordance with requirements of Section L, paragraph L.7. This worksheet requires two sets of data: (1) information regarding the minimum compensation rates to be paid by the offeror to any health care worker in this labor category/CLIN/location; and (2) information regarding the average compensation rate for the labor category and location, considering all health care workers to be utilized and all hours of service to be performed. If the Government has included SLINs under specific CLINs, these SLINs may have separately priced Supplemental Pricing Worksheets (recognizing different geographic locations) or consolidated priced Supplemental Pricing Worksheets. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation. The Contracting Officer will use the average compensation information for best value determinations. A separate supplemental pricing worksheet for each the labor category within each CLIN/SLIN included within the minimum quantities for CLINs 0001 through 0004, NTO001 and NTO002.</p>		
SLIN 0003AA	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
NOTES regarding source information:		

SUPPLEMENTAL PRICING WORKSHEET		
<p>This supplemental pricing worksheet shall be completed in accordance with requirements of Section L, paragraph L.7. This worksheet requires two sets of data: (1) information regarding the minimum compensation rates to be paid by the offeror to any health care worker in this labor category/CLIN/location; and (2) information regarding the average compensation rate for the labor category and location, considering all health care workers to be utilized and all hours of service to be performed. If the Government has included SLINs under specific CLINs, these SLINs may have separately priced Supplemental Pricing Worksheets (recognizing different geographic locations) or consolidated priced Supplemental Pricing Worksheets. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation. The Contracting Officer will use the average compensation information for best value determinations. A separate supplemental pricing worksheet for each the labor category within each CLIN/SLIN included within the minimum quantities for CLINs 0001 through 0004, NTO001 and NTO002.</p>		
SLIN 0003AB	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
NOTES regarding source information:		

SUPPLEMENTAL PRICING WORKSHEET		
<p>This supplemental pricing worksheet shall be completed in accordance with requirements of Section L, paragraph L.7. This worksheet requires two sets of data: (1) information regarding the minimum compensation rates to be paid by the offeror to any health care worker in this labor category/CLIN/location; and (2) information regarding the average compensation rate for the labor category and location, considering all health care workers to be utilized and all hours of service to be performed. If the Government has included SLINs under specific CLINs, these SLINs may have separately priced Supplemental Pricing Worksheets (recognizing different geographic locations) or consolidated priced Supplemental Pricing Worksheets. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation. The Contracting Officer will use the average compensation information for best value determinations. A separate supplemental pricing worksheet for each the labor category within each CLIN/SLIN included within the minimum quantities for CLINs 0001 through 0004, NTO001 and NTO002.</p>		
SLIN 0003AC	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
NOTES regarding source information:		

SUPPLEMENTAL PRICING WORKSHEET		
<p>This supplemental pricing worksheet shall be completed in accordance with requirements of Section L, paragraph L.7. This worksheet requires two sets of data: (1) information regarding the minimum compensation rates to be paid by the offeror to any health care worker in this labor category/CLIN/location; and (2) information regarding the average compensation rate for the labor category and location, considering all health care workers to be utilized and all hours of service to be performed. If the Government has included SLINs under specific CLINs, these SLINs may have separately priced Supplemental Pricing Worksheets (recognizing different geographic locations) or consolidated priced Supplemental Pricing Worksheets. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation. The Contracting Officer will use the average compensation information for best value determinations. A separate supplemental pricing worksheet for each the labor category within each CLIN/SLIN included within the minimum quantities for CLINs 0001 through 0004, NTO001 and NTO002.</p>		
SLIN 0003AD	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
NOTES regarding source information:		

SUPPLEMENTAL PRICING WORKSHEET		
<p>This supplemental pricing worksheet shall be completed in accordance with requirements of Section L, paragraph L.7. This worksheet requires two sets of data: (1) information regarding the minimum compensation rates to be paid by the offeror to any health care worker in this labor category/CLIN/location; and (2) information regarding the average compensation rate for the labor category and location, considering all health care workers to be utilized and all hours of service to be performed. If the Government has included SLINs under specific CLINs, these SLINs may have separately priced Supplemental Pricing Worksheets (recognizing different geographic locations) or consolidated priced Supplemental Pricing Worksheets. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation. The Contracting Officer will use the average compensation information for best value determinations. A separate supplemental pricing worksheet for each the labor category within each CLIN/SLIN included within the minimum quantities for CLINs 0001 through 0004, NTO001 and NTO002.</p>		
SLIN 0004AA	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
<p>*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.</p>		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
NOTES regarding source information:		



SUPPLEMENTAL PRICING WORKSHEET		
<p>This supplemental pricing worksheet shall be completed in accordance with requirements of Section L, paragraph L.7. This worksheet requires two sets of data: (1) information regarding the minimum compensation rates to be paid by the offeror to any health care worker in this labor category/CLIN/location; and (2) information regarding the average compensation rate for the labor category and location, considering all health care workers to be utilized and all hours of service to be performed. If the Government has included SLINs under specific CLINs, these SLINs may have separately priced Supplemental Pricing Worksheets (recognizing different geographic locations) or consolidated priced Supplemental Pricing Worksheets. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation. The Contracting Officer will use the average compensation information for best value determinations. A separate supplemental pricing worksheet for each the labor category within each CLIN/SLIN included within the minimum quantities for CLINs 0001 through 0004, NTO001 and NTO002.</p>		
SLIN 0004AB	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
NOTES regarding source information:		

SUPPLEMENTAL PRICING WORKSHEET		
<p>This supplemental pricing worksheet shall be completed in accordance with requirements of Section L, paragraph L.7. This worksheet requires two sets of data: (1) information regarding the minimum compensation rates to be paid by the offeror to any health care worker in this labor category/CLIN/location; and (2) information regarding the average compensation rate for the labor category and location, considering all health care workers to be utilized and all hours of service to be performed. If the Government has included SLINs under specific CLINs, these SLINs may have separately priced Supplemental Pricing Worksheets (recognizing different geographic locations) or consolidated priced Supplemental Pricing Worksheets. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation. The Contracting Officer will use the average compensation information for best value determinations. A separate supplemental pricing worksheet for each the labor category within each CLIN/SLIN included within the minimum quantities for CLINs 0001 through 0004, NTO001 and NTO002.</p>		
SLIN 0004AC	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
NOTES regarding source information:		

SUPPLEMENTAL PRICING WORKSHEET		
This supplemental pricing worksheet shall be completed in accordance with requirements of Section L, paragraph L.7. This worksheet requires two sets of data: (1) information regarding the minimum compensation rates to be paid by the offeror to any health care worker in this labor category/CLIN/location; and (2) information regarding the average compensation rate for the labor category and location, considering all health care workers to be utilized and all hours of service to be performed. If the Government has included SLINs under specific CLINs, these SLINs may have separately priced Supplemental Pricing Worksheets (recognizing different geographic locations) or consolidated priced Supplemental Pricing Worksheets. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation. The Contracting Officer will use the average compensation information for best value determinations. A separate supplemental pricing worksheet for each the labor category within each CLIN/SLIN included within the minimum quantities for CLINs 0001 through 0004, NTO001 and NTO002.		
NOTIONAL TASK ORDER 001	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
NOTES regarding source information:		

SUPPLEMENTAL PRICING WORKSHEET		
This supplemental pricing worksheet shall be completed in accordance with requirements of Section L, paragraph L.7. This worksheet requires two sets of data: (1) information regarding the minimum compensation rates to be paid by the offeror to any health care worker in this labor category/CLIN/location; and (2) information regarding the average compensation rate for the labor category and location, considering all health care workers to be utilized and all hours of service to be performed. If the Government has included SLINs under specific CLINs, these SLINs may have separately priced Supplemental Pricing Worksheets (recognizing different geographic locations) or consolidated priced Supplemental Pricing Worksheets. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation. The Contracting Officer will use the average compensation information for best value determinations. A separate supplemental pricing worksheet for each the labor category within each CLIN/SLIN included within the minimum quantities for CLINs 0001 through 0004, NTO001 and NTO002.		
NOTIONAL TASK ORDER 002	Minimum compensation for HCWs in this labor category.	Average compensation for HDWs in this labor category.
i. Hourly Rate (direct compensation to the HCW) (expressed in dollars and cents)		
ii. *Fringe Benefits (expressed in dollars and cents)		
Total Health Care Worker Compensation Per Hour	\$0.00	\$0.00
*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives.		
Other fringe benefits offered but NOT included in the fringe benefit rate above (please specify and describe the value of the benefit):		
NOTES regarding source information:		

ATTACHMENT 014  
CURRENT CONTRACT PRICES  
FOR POSITIONS PROVIDED UNDER CONTRACT FOR  
NDC GULF COAST/SOUTHEAST AND KEESLER AFB

Contractor/Contract #	Task Order #	Location	Position/Qty	Hourly Rate
DPS, Inc. N62645-98-D-0204	0025	BDC Gulfport, MS	Dental Hygienist/1 FTE	\$28.90
	0026	BDC Pensacola, FL	Dental Assistant/2 FTE	\$18.44
		BDC NATTC Pensacola, FL	Dental Hygienist/.5 FTE	\$29.66
		BDC NATTC Pensacola, FL	Dental Assistant/2 FTE	\$18.44
		BDC Corry Station Pensacola, FL	Dental Assistant/1 FTE	\$18.44
		BDC Corpus Christi, TX	Dental Hygienist/.5 FTE	\$28.76
		BDC Corpus Christi, TX	Dental Assistant/2 FTE	\$18.37
		BDC Fort Worth, TX	Dental Hygienist/1.5 FTE	\$31.44
		BDC Fort Worth, TX	Dental Assistant/2 FTE	\$19.68
		BDC Kingsville, TX	Dental Hygienist/.5 FTE	\$28.38
		BDC Kingsville, TX	Dental Assistant/1 FTE	\$18.37
		BDC Millington, TN	Dental Assistant/3 FTE	\$18.71
		BDC Meridian, MS	Dental Hygienist/1 FTE	\$28.35
		BDC Meridian, MS	Dental Assistant/1 FTE	\$18.65
		BDC New Orleans, LA	Dental Hygienist/2 FTE	\$30.11
		BDC Pascagoula, MS	Dental Hygienist/1 FTE	\$26.89
	0027	NDC Southeast BDC Jacksonville, FL (1 FTE)/ BDC Mayport, FL (1 FTE)	Dental Hygienist/2 FTE	\$31.12
	0028	Keesler Air Force Base, Biloxi, MS	Dental Assistant/1 FTE	\$17.71
Saratoga Medical Center/ N62645-98-D-0205	0009	BDC NATTC Pensacola, FL	Dental Assistant/1 FTE	\$15.96
		BDC Corry Station Pensacola, FL	Dental Assistant/1 FTE	\$15.96
	0010	BDC Pensacola, FL	Dental Assistant/3 FTE	\$16.70
		BDC NATTC Pensacola, FL	Dental Assistant/1 FTE	\$16.70
		BDC Corry Station Pensacola, FL	Dental Assistant/1 FTE	\$16.70
		BDC Meridian, MS	Dental Assistant/1 FTE	\$16.75
		BDC New Orleans, LA	Dental Assistant/2 FTE	\$17.31

CURRENT CONTRACT PRICING  
FOR POSITIONS PROVIDED UNDER CONTRACT FOR  
NDC GULF COAST/SOUTHEAST AND KEESLER AFB (Continued)

		BDC Pascagoula, MS	Dental Assistant/1 FTE	\$16.97
The OMO Group, Inc. N62645-98-D-0206	0021	BDC NATTC Pensacola, FL	Dental Hygienist/1 FTE	\$27.86
		BDC Ingleside, TX	Dental Hygienist/1 FTE	\$31.60
The OMO Group, Inc. N62645-98-D-0206	0022	BDC NATTC Pensacola, FL	Dental Assistant/2 FTE	\$16.22
		BDC Meridian, MS	Dental Assistant/1 FTE	\$16.22
	0023	BDC NATTC Pensacola, FL	Dental Assistant/2 FTE	\$17.38
		BDC Corry Station Pensacola, FL	Dental Hygienist/.5 FTE	\$30.18
		BDC Gulfport, MS	Dental Assistant/1 FTE	\$17.38
		BDC Corpus Christi, TX	Dental Assistant/1 FTE	\$17.38
		BDC New Orleans, LA	Dental Assistant/1 FTE	\$16.46
		BDC Panama City, FL	Dental Hygienist/.5 FTE	\$26.50
	0024	BDC Charleston, NC	Dental Hygienist/1 FTE	\$30.81
		BDC Albany, GA	Dental Assistant/1 FTE	\$15.27
		BDC Key West, FL	Dental Assistant/1 FTE	\$18.22
	0025	Keesler Air Force Base, Biloxi, MS	Dental Assistant/1 FTE	\$16.93
Medtemps, Inc. N62645-00-D-0078	0029	BDC Key West, FL	Dental Assistant/1 FTE	\$17.37
		BDC Kings Bay, GA	Dental Hygienist/1 FTE	\$29.76
DPS, Inc. N62645-00-D-0079	0023	BDC Atlanta, GA	Dental Hygienist/1 FTE	\$32.30
		BDC Mayport, FL	Dental Hygienist/1 FTE	\$29.84
		BDC Mayport, FL	Dental Hygienist/1 FTE	\$30.82
Saratoga Medical Center N62645-00-D-0080	0025	NDC Southeast BDC Mayport, FL (14 FTE)/BDC Jacksonville, FL (7 FTE)/BDC Kings Bay, GA (6 FTE)	Dental Assistant/27 FTE	\$17.46
		NDC Southeast BDC Mayport, FL	Dental Hygienist/1 FTE	\$29.30
		NDC Southeast BDC Jacksonville, FL	Dental Hygienist/1 FTE	\$30.82

ATTACHMENT 015  
ELECTRONIC FILE FORMAT: OFFEROR'S MANAGEMENT PLAN

A. Recruitment

1. Describe any unusual or extraordinary recruitment methods that may be required to fill scarce marketplace commodities for CLINs 0001 through 0004, and Notional Task Orders NTO001 and NTO002. If none exist, so state.
2. Describe any innovations or ideas to mitigate any risks identified to successful recruitment.

B. Retention

1. Provide the typical fringe and other benefit packages paid to HCWs. If the offeror intends to hire sub-contractors also, so state.
  - a. Indicate the benefit provided to HCWs including:
    - 401K. If "Yes", what amount or percentage or dollar amount do you contribute?
    - b. Health Insurance. If "Yes", what amount or percentage or dollar amount do you contribute?
    - c. Dental Insurance. If "Yes", what amount or percentage or dollar amount do you contribute?
    - d. Is a 125 Pre-tax medical spending account available?
    - e. Uniform Allowance. If "Yes", what amount or percentage do you contribute?
    - f. Continuing Education. If "Yes", (a) what amount or percentage do you contribute, and (b) describe your continuing education benefit in terms of types of courses and number of days/hours?
    - g. Do you allow personnel to decline all or some benefits in exchange for an increase in direct compensation?
    - h. Other Benefits: Identify any other benefits provided and the amount you contribute.
    - i. Do benefits for part time employees differ from those offered to full time employees? If "yes", please explain how those benefits differ.
  2. On-site assistance to employees.
    - a. How often will regular/scheduled contact be made with each employee?
    - b. How will contact be made (site visit, telephone, email, etc?)
    - c. Will there be an on-site or local (within 100 miles) representative? If "yes", what will this individual's responsibilities be for issues specifically including planned leave use, unplanned leave notification, payroll issues?
    - d. Are these services available to each health care worker which facilitate contact (i.e., "1-800" number, 24 hour POC via answering machine, etc?)
  3. Describe any innovations or ideas to mitigate any risks identified to successful retention.

ATTACHMENT 015  
ELECTRONIC FILE FORMAT; OFFEROR'S MANAGEMENT PLAN  
(Continued)

C. Pre-Credentialing

1. Describe how expiring licenses and certifications will be tracked to ensure that they are kept current and that the Government has the latest versions.
2. Describe the offeror's credentials compilation and verification process.
3. Describe any plan to pre-credential candidates before a need is identified.
4. Describe any plan that will keep candidates up to date on the status of the contract prior to contract award thus ensuring a smooth transition to contract start.

D. Sub-Contracting and Teaming. If a sub-contracting and/or teaming approach will be used, provide the following information. If no sub-contracting and/or teaming approach will be used, so state.

1. Describe the experience of the offeror's sub-Contractor(s)/teaming partner(s) with multiple dental labor categories across wide geographic areas that are relevant to the requirements of CLINs 0001 through 0004, CLINs 0009 through 0019, and NTO001 and NTO002. Medical experience, although relevant, is less relevant than comparable dental experience. This narrative discussion shall contain sufficient specificity and detail to assess its relevance.
2. Provide letters from the sub-Contractor(s) and/or teaming partner(s) that acknowledge the teaming arrangement and their participation if a contract is awarded. This acknowledgement may be a simple statement on letterhead paper, signed by an authorized representative who can be contacted and telephonically interviewed by the Government. Therefore, telephone numbers shall be provided which shall be accurate and legible.
3. Provide (at the offeror's choice, within the same letter) information from the sub-Contractor(s) and/or teaming partner(s) indicating the duties or performance responsibilities of each organization in the specific areas of recruitment, initial and ongoing credentialing, and overall project management.
4. Explain how these teaming arrangements will be used in the decision-making process within the contract. Which specific areas are delegated to the teaming partner and which are retained? How will the offeror hold the teaming partner accountable for non-performance or unacceptable performance?



ATTACHMENT 016  
SUCCESSFUL OFFEROR'S MANAGEMENT PLANS

TO BE INCORPORATED INTO THE CONTRACT DOCUMENT AT THE TIME OF AWARD.

ATTACHMENT 017  
CONTRACT ADMINISTRATION PLAN

TO BE INCORPORATED INTO THE CONTRACT DOCUMENT AT THE TIME OF AWARD.